DOCUMENT RESUME

ED 188 634 IR 008 503

TITLE	Long-Range Program for Library Service in New Hampshire. Revised.
INSTITUTION	New Hampshire State Library, Concord.
PUB DATE	80
NOTE	81p.: Tables and maps may be marginally legible.
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Construction Programs: Federal Aid: Information Needs: Library Administration: Library Cooperation: *Library Planning: *Library Services: Program Descriptions: *Public Libraries: *State Libraries
IDENTIFIERS	*New Hampshire

ABSTRACT

The program described in this report (covering 1980-1984) was developed to implement the provisions of the Library Services and Construction Act (LSCA) which provide for federal aid to assist the states in (1) establishing, extending, and improving public library services in developing areas: (2) constructing public libraries: (3) providing services for the handicapped and other disadvantaged persons: (4) strengthening the state library administrative agency: and (5) promoting interlibrary cooperation. The report contains introductory comments, as well as chapters on New Hampshire's economic and demographic background for library services: New Hampshire's library development statewide: the New Hampshire State Library: identification of present and projected needs within the state: long-range program objectives and procedures: public library construction: and the State Library's program evaluation policy. Charts, maps, and tables are included. (FM)

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LONG—RANGE PROGRAM
FOR LIBRARY SERVICE IN NEW HAMPSHIRE

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NEW HAMPSHIRE STATE LIBRARY

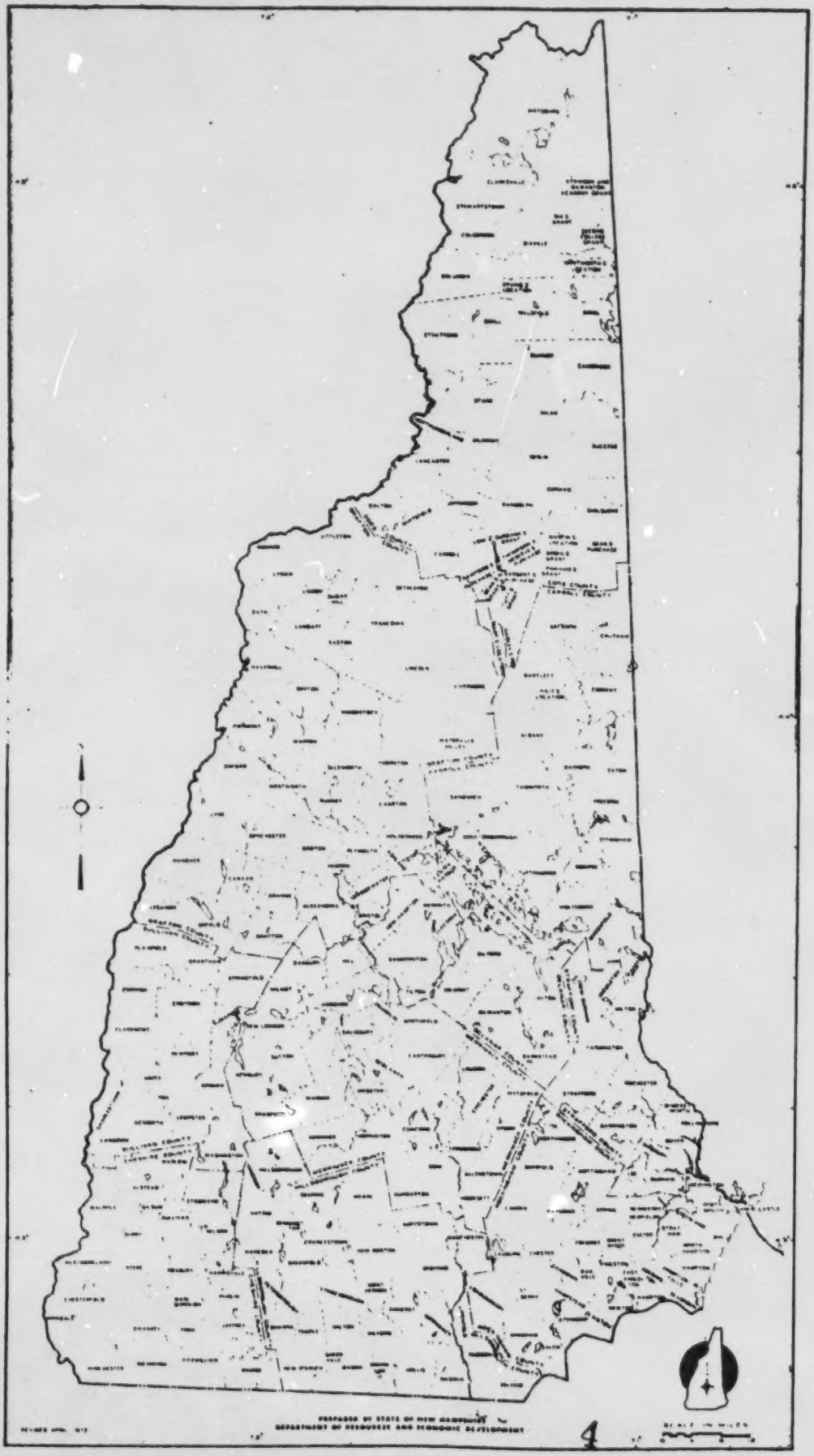
REVISED

1980

PREFACE

In compliance with Public Law 95-123 the New Hampshire State Library submits a revision of its long-range plan, covering the five year period FY 1980-1984.

Avis M. Duckworth
State Librarian



ACKNOWLEDGEMENTS

The New Hampshire State Library is indebted to the many groups and individuals who have assisted in the preparation of this long-range program for library service in New Hampshire.

Special acknowledgement is due the New Hampshire Advisory Council on Libraries whose members have given voluntarily many hours of their time and expertise toward the revision of this program. Members of the Advisory Council follow.

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PUBLIC LIBRARY REPRESENTATIVES

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Mrs. Virginia Heard (Small libraries) - Term October 1, 1978 - September 30, 1981.

Mr. John Hallahan (Large libraries) - Term October 1, 1978 - September 30, 1979.

SCHOOL LIBRARY REPRESENTATIVES

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ACADEMIC LIBRARY REPRESENTATIVES

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Mr. James Smith, Librarian Merrimack Valley College; Term: October 1, 1979 - September 30, 1980.

Mr. John Hare, NHTI - Term October 1, 1976 - September 30, 1979.

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Rep. William Boucher, Londonderry (Handicapped users) - Term October 1, 1977 - September 30, 1980.

Mr. Edmund Meskys, Center Harbor (User) - Term October 1, 1978 - September 30, 1979.

Mrs. Dorothy Simonds, Center Harbor (User) - Term October 1, 1978 - September 30, 1979.

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The N.H. State Library is grateful for the continued guidance and helpful suggestions of Miss Pauline Winnick

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CHAPTER I

INTRODUCTORY COMMENTS

Purpose and Scope

The purpose of the long-range program which has been developed by the New Hampshire State Library with the advice of the New Hampshire Advisory Council on Libraries, is to implement the provisions of the Library Services and Construction Act, as amended, which provides for Federal grants to States to assist them:

(1) in the establishment, extension, and improvement of public library services in areas of the State which are without such services or in which such services are inadequate;

(2) with public library construction;

(3) in the establishment, extension, and improvement of such other State library services as library services for the physically handicapped, institutionalized, and for disadvantaged persons;

(4) in strengthening the State Library administrative agency; and

(5) in promoting interlibrary cooperation among all types of libraries.

Declaration of Policy

The adopted policy of the State agency, and of the State of New Hampshire, is to devote all its energies and talents toward achieving a one-state system of public library service. This system will assure that every citizen of the State, regardless of place of residence, will receive equally good library service. Under this system, each local library will retain control of its own affairs, but will act cooperatively with the State Library and the other libraries of the State to achieve this high level of service. Implementation of the Statewide Library Development Program will see this policy achieved.

Applicability of Civil Rights Regulation

The New Hampshire State Library hereby gives assurance that in accordance with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the regulations issued thereunder by the Department of Health, Education, and Welfare (45 CFR Part 80), no individual shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Plan. The New Hampshire State Library has established and will maintain methods of administration to assure that each program or activity for which it receives Federal financial assistance will be operated in accordance with the preceding para-

graph of this statement. The New Hampshire State Library will amend its methods of administration from time to time as necessary to carry out the purposes for which this statement is given.

The New Hampshire State Library recognizes and agrees that Federal financial assistance will be extended in consideration of, and in reliance on, the representations and agreements made in this statement; and that the United States shall have the right to seek administrative and judicial enforcement thereof.

New Hampshire Advisory Council on Libraries

Under the Library Services and Construction Act as amended there is established the New Hampshire Advisory Council on Libraries. The functions and responsibilities of this Council are as follows:

1. Advise the State agency on the development of the State plan, including the preparation of long-range and annual programs.

2. Advise the State agency on policy matters arising in the administration of the State plan.

3. Assist the State agency in evaluating library programs, services, and activities under the State plan.

Toward developing the long-range plan the New Hampshire Advisory Council on Libraries initially worked in cooperation with the Ad Hoc Committee to Study the Functions of the New Hampshire State Library.

The Report and Recommendations of the Ad Hoc Committee was submitted to the State Library Commission in December, 1972. The recommendations underwent study and subsequently were incorporated in the amended long-range plan.

Appointed to the Advisory Council is the Chairman of the New Hampshire Library Council, a body representing the following statewide library interest organizations:

New Hampshire Library Association
New Hampshire Library Trustees Association
Academic Librarians of New Hampshire
New Hampshire Hospital Librarians Association
Friends of New Hampshire Libraries
New Hampshire Educational Media Association

The Assistant State Librarian serves as Consultant to the Council as do other State Library personnel as they may be needed: the Consultants to the Institutional Libraries and to the Handicapped, as well as the Director of Extension and Library Development. Two members of the State Department of Education also serve as consultants to the Council.

In accordance with a continuing policy to study and develop the Statewide Library Development Program, the New Hampshire Advisory Council on Libraries has studied the recommendations made by Dr. Lowell Martin who completed a study concerning New Hampshire library service as it might develop in the 1980's, called "A Chance for Every New Hampshirite: A revitalized Library Development Program, 1978." The charge of the "Martin Report" was to appraise the progress made under the New Hampshire Library Development Program, to analyze the services and activities of the State Library, and to propose a revitalized library development program for the 1980's. Currently (August 1979) the Liaison Planning Committee on the Statewide Development Plan, appointed by the New Hampshire Library Commission in May, 1979, is working with individuals and with the various library organizations in the state on plans for updating the New Hampshire Statewide Library Development Program.

The Council also participated in the New Hampshire Conference on Library and Information Services in preparation for the 1979 White House Conference on Libraries. It is expected that the New Hampshire Long-Range Plan for 1981 will reflect activities generated by both the Martin Report and the Conference Resolutions, as well as the results of the work done by the Liaison Planning Committee.

Long-Range Program Development

The long-range program has been developed in accordance with the requirements of the Library Services and Construction Act as amended to contain the following:

1. A description of New Hampshire's identified present and projected library needs.

2. A plan of action for meeting those identified needs with funds under the Act over the next five years beginning with the fiscal year in which the program is submitted.

3. A statement of the following policies, criteria, priorities, and procedures, to be updated as progress toward meeting the State's library needs.

   (a) policies and procedures for the periodic evaluation of the effectiveness of programs and projects supported under the Act; (See Chapter VIII)

(b) policies and procedures for appropriate dissemination of the results of such evaluations and other information pertaining to such programs or projects; (See Chapter VIII)

(c) policies and procedures for the effective coordination of programs and projects supported under the Act with library programs and projects operated by institutions of higher education or local elementary or secondary schools (including those receiving Federal assistance under the Higher Education Act and the Elementary and Secondary Education Act) and with other public or private library service programs; (See pages 28-29, 45 and Chapter I and VI)

(d) criteria used in allocating funds under title I of the Act among the purposes set forth in section 102 of the Act and section 130.4, which criteria shall be consistent with the criteria set forth in the basic State plan pursuant to section 130.16(a) (2), and insure that the State will expend from Federal, State, and local sources an amount not less than the amount expended by the State from such sources for State institutional library services and library services to the physically handicapped during fiscal year 1971; (see pages 44-45)

(e) criteria, policies, and procedures for the approval of applications for the construction of public library facilities under title II of the Act, which criteria, policies and procedures will insure that every local or other public agency whose application for funds under the plan with respect to a project for construction of public library facilities is denied will be given an opportunity for a hearing before the State Library administrative agency; (See Chapter VII)

(f) criteria, policies, and procedures for the approval of applications for interlibrary cooperation under title III of the Act. (20 U.S.C. 351d (e), 354, 355c, 355e-2) (See pages 28-29)

Amendment Procedure

The New Hampshire State Library hereby gives assurance that the Long-Range program shall be amended to reflect:

1. Changes in estimates of present and projected program needs.

2. The plan of action for meeting those needs.

3. Policies, criteria, priorities and procedures.

These amendments shall be submitted each year as part of the annual extension of the long-range program submitted pursuant to section 130.20 (a) (2).

Amendments will be made as a result of a continual evaluation procedure according to the CIPP Model.

Program Summary

Statewide Library Development.

In 1978 all but 6,917 or less than 1% of New Hampshire's 908,843 residents had public library services available locally. At present 185 of the 232 public libraries in the State are participating in the Statewide Library Development Program. The quality of public library service locally varies from inadequate to excellent. To strengthen public library service statewide all public libraries in the State should participate in the Statewide Library Development Program. There is also a need to evaluate the services under the program to determine strengths and weaknesses and future directions in such areas as:

(1) broadening the organizational pattern to include all types of libraries eligible for affiliation;
(2) requiring accreditation of libraries;
(3) developing a standardized plan to strengthen service center services and a method for the ongoing review and evaluation of these services;
(4) providing additional consultant services of specialist librarians in audio-visual resources and equipment, programming for disadvantaged persons in rural and urban areas, interlibrary cooperation between school, public, academic and special libraries, and public relations;
(5) evaluating present bookmobile services in consideration of supplanting it with alternate book delivery systems;
(6) cooperative agreements among school and public libraries as set forth in the 1974 report and recommendations of participants in the cooperation workshops co-sponsored by the State Department of Education and the State Library, followed by the State Committee appointed by both Departments, and subsequent reports through 1977.

The State and Financing Library Programs

Under the Statewide Library Development Program, enacted into law by the General Court in 1963, every library participating in the Program is entitled to receive an annual grant-in-aid to improve its book resources. Affiliated Libraries are eligible to receive up to $500. annually on a dollar-for-dollar matching basis; Service Center Libraries are eligible to receive, on the same matching basis, annual grants ranging from $2,500. to $10,000. depending on the population of the municipality. The purpose of this grant-in-aid program is:

(1) to ensure that local libraries will maintain a basic reference collection sufficient to meet the most common needs of the community;
(2) to reimburse the larger public libraries for making their services and resources available to citizens of the area needing more than can be found locally.

To the present time legislative appropriations for the state grant-in-aid program have made it possible to award only about 20% of the funds authorized; since 1971 no State funds for grants have been available. This lack of full funding seriously endangers the entire philosophy upon which the Statewide Library Development Program is based. For example, three of the largest and strongest city libraries withdrew from the Program rather than accept the Statewide Library Card without the accompanying grant-in-aid.

In order to obtain the objective of full funding of the annual grant-in-aid program the following action and/or considerations have been proposed:

(1) to conduct a study of the grant-in-aid program in terms of possible alternatives which might suggest changes in legislation for their implementation;
(2) to focus on projects or demonstrations locally based service unreached populations or areas or demonstrating effective programs of interlibrary cooperation;
(3) to develop an action program of promoting full funding as provided by present law at the local, regional and state level; the responsibility of such a program possible to be carried on by the New Hampshire Library Council;
(4) to consider the possibilities of legislative change which would mandate State accreditation of libraries prerequisite to obtaining tax support at any level - local, state or federal.

Statewide Development of Resources

In 1978 public and academic libraries in New Hampshire reported owning collections which totaled nearly seven million volumes. Of these holdings 3.08 million were in public libraries and the remainder in academic libraries and the State Library. The largest book collection in the State is at Dartmouth College, with the University of New Hampshire and the State Library second and third in size. Only three public libraries had more than 100,000 volumes in 1978. These six libraries own nearly one-half of the books in the State. The remaining libraries with smaller collections obviously have a high level of duplication with the result that the breadth and depth of publications needed by a modern society are lacking. There is a great need for the development of a formal statewide program which would eliminate unnecessary duplication and make possible wider acquisition of needed materials.

The State Library historically has served as the central reference resource for all the libraries of the State. Recent years have shown rapidly-increasing awareness and use of this program by all types of libraries which turn to the State Library for materials too specialized for local collections. This is one of the State Library's most essential and popular functions, yet lack of sufficient new books and other library materials is making it increasingly difficult to meet demands. Out of a total annual publication in this country of 26,000 titles, the State Library is able to add only about 8,000 titles. The State Library's book budget is less than that of many of the libraries which turn to it for assistance.

Rare books and many older publications relating to New Hampshire are found in many local libraries and the New Hampshire State Library. Over the years much valuable material, unrecognized as such, has been indiscriminately discarded or allowed to be ravaged through mistreatment. There is a need that these valuable materials be identified, that a record be made of them, and that their preservation be ensured. It is suggested that some public libraries would like the availability of a central depository for such material, and would like advice on the identification, value, and proper handling of rare volumes.

There are several well-developed school, college and university media centers throughout the State and public library interest in building non-print collections is increasing. There is a need for centralized information on these collections, their location and extent of holdings, and possible cooperative arrangements in their acquisition and use need to be investigated. There is also a need for increasing the holdings and centrally servicing the film collection of the North Country Libraries Film Cooperative in order to meet increasing demands for service. Possible cooperative arrangements with departments of education toward funding, increasing collections and serving schools as well as public libraries need to be investigated.

In order to obtain the objective of developing and making available comprehensive collections of print and non-print materials statewide, the following proposals are made:

(1) to plan for and agree to the acquisition of materials by the large libraries to develop a comprehensive subject coverage of library resources statewide, and to assign responsibilities of specific subject areas for building indepth resources based on existing strengths;
(2) to strengthen and enlarge the State Library Reference collections and to increase the service staff;
(3) to identify and make known the New Hampshire collections in private and public libraries throughout the State, and to identify and ensure the preservation of rare books, consideration to be given to a central depository for valuable items (without change of property);
(4) to identify media centers and holdings and investigate cooperative arrangements toward making non-print resources more widely available;
(5) to establish cooperatively one central agency to handle all problems dealing with the film collection and its use, each state to share equally in the government and financing of such a center.

The State and Information Networks

The State Library has for many years served as the center for interlibrary loan activity in the State. Through the cooperation of all libraries, especially public and academic, the book resources of the State are available to any citizen through his own local library. The State Library maintains a Union

Card Catalog of the nonfiction holdings of 42 larger public, academic, school and special libraries. It also has an extensive collection of bibliographic resources which enables the staff to identify and locate materials to be found at other locations in the country. At the present time most interlibrary loan requests are received by mail, although fourteen libraries have a teletype connection with the State Library. Further progress in the field of information networking will be achieved in the fall of 1979, when an OCLC terminal will be installed at the State Library. The State Library became a member of NELINET in 1979.

There is a good history of cooperation among the State Library, the statewide program of public library development, and the academic libraries. However, the school library role in statewide coordination of library activities needs study and recommendations for improvements.

To reach the objective of improved information network services, it is proposed:

(1) to provide more State Library staff to handle interlibrary loan requests and maintenance of the Union Catalog;
(2) to automate the Union Catalog, and to reproduce it for statewide distribution either in fiche or COM;
(3) to effect more rapid communication by means of terminals at the State Library on-line to various data bases, both commercial and in-state local non-commerical bases;
(4) to provide statewide IN-WATS service to the State Library from all public libraries;
(5) to increase the number of trucks and vans now providing delivery service to public libraries from the State Library;
(6) to investigate procedures and methods of intertype cooperation toward the coordination of the school library operations with the information network statewide.

Personnel

Statewide, there is a multitude of job titles in the field of librarianship. Among those positions which require training there is no standardized system of position classification or requirements, nor schedule of recommended compensation for meeting the training requirements at the various levels which do exist. With the development of continuing education programs and training programs such as the Public Library Techniques Program and the Library Technical Assistant Program, a problem has arisen in many local libraries as to equitable placement and compensation. Guideline recommendations are lacking. There is a need that a career ladder complete with job classifications, training requirements, and recommended compensation for various level positions be developed.

Requirements for qualification for affiliation with the Statewide Library Development Program is in a sense a regulatory system of certification for both librarians and libraries. However, many librarians are able to take only those courses in Public Library Techniques which are offered as extension courses, and so do not complete the program. Nor does completion of the Program always result in an increase in compensation for the librarian's efforts.

Toward the broad objective of encouraging continual and total staff development at all levels, it is proposed:

(1) to continue the training of local library personnel in the Public Library Techniques Program and to expand the program to include a course on Library Administration for library trustees;
(2) to encourage continuation of the Library Technical Assistants associate degree program at the Division of Continuing Education, University of New Hampshire, and to promote the in-service training aspect of the program;
(3) to continue to provide training for librarians statewide to develop programs providing library services to groups not now reached;
(4) to institute programs in collaboration with academic and larger public libraries for continuing education of persons holding a professional library school degree;
(5) to recommend the establishment of certification regulations for positions in publicly supported libraries;
(6) to institute a career ladder with job classifications, descriptions and recommended compensations for each level.

Physical Facilities

With the removal of the Supreme Court and the Law Library Division to new quarters and the subsequent renovation of the State Library building, facilities for services are presently adequate. However, there will be a future need for space for more books, and in addition, the approval of any substantial portion of the programs contained in this document will place added burdens on the building.

Most communities in this State have public library buildings. However, most of these buildings are old-fashioned or inadequate in size. Some federal funds have been available since 1965 to assist 29 local communities in such construction projects as new libraries, renovations and additions. Some states supplement this federal money with state funds. In actual fact, federal funds have not proven an adequate incentive for most communities in this State which badly need improved public library facilities.

To reach the objective of providing needed space and building facilities to accomodate programs of adequate library service, it is proposed:

(1) to provide needed space at the State Library to enable it to provide improved services statewide;
(2) to effect legislation to provide a State program to partially underwrite the cost of local public library construction, renovation, and/or additions.

Library Services to the Handicapped

Services now available are a centralized library of books on record and tape cassette delivered by free mail to any eligible person in the State; a machine distribution agency; a volunteer register of available narrators; a copying program from tape to tape cassette or reverse; an occasional newsletter; displays and consultant services on request.

The State Library Services to the Handicapped have greatly increased the number of persons served individually and through health care institutions and schools. At present, most individual handicapped receive materials by mail upon direct request to the Division of the Handicapped. Such persons could often be located by a local library staff. Therefore, it is logical to arrange service for them through request from local libraries.

To obtain the objectives of making the State's citizens aware of this service, of bringing the service as close as possible to the reader, to meet specific reader needs through supplemental services and to encourage the participation of the readers in the improvement and expansion of this service, it is proposed:

(1) to implement demonstrations in one or more local libraries to determine the feasibility of subregional service;
(2) to develop a training program for librarians providing these services subregionally;
(3) to develop a corps of volunteer narrators for recording books of special interest.

Library Services to the Institutionalized

State Library services to the Institutionalized regularly serves five State institutions, all of which have arranged for library facilities and staff. All five consistently use the film service. The Division provides consultant services to the institutional staffs. While considerable progress has been made in improving physical facilities, personnel, resources and services at these institutions, much remains to be done. It is unfortunate that these programs cannot legally be extended at this time to include such government institutions as county jails and county homes, and private institutions as the Spaulding Youth Center. The program has been limited to aiding the library programs for residents, with little or no effort to assist the staffs in their specialized library needs. The institutions are involved in the deinstitutionalizing of residents and public libraries should be encouraged to provide library services for these people.

To obtain the objectives of providing improved and expanded library services for the institutionalized statewide, it is proposed:

(1) to provide trained librarians at all the state-supported institutions;
(2) to obtain increased funding in order to make the institutional library collections adequate for both residents and staff;

(3) to extend library services to county and privately-supported institutions;
(4) to develope and promote library services for deinstitutionalized residents.

State Library Services to Government

The Law and Legislative Reference Division of the State Library provides quality library services to two branches of State government - the Legislature and the Judiciary. One of the library's principal statutory functions is to serve the executive departments, and a number of state agencies use the available resources and services extensively, but the majority do not do so, or use them in a very limited way.

To obtain the objective of providing adequate resources and services to meet the informational needs of State agencies, it is proposed:

(1) to add to State Library staff a state government liaison librarian to work with administrative agencies;
(2) to provide a comprehensive literature alerting system for state agencies;
(3) to emphasize building collections in areas of particular interest to state agencies;
(4) to provide a microfilming service for state records;
(5) to coordinate library planning jointly with the Department of Education;
(6) to recommend the transfer of the legislative indexing function to the Legislative Services department of government;
(7) to provide a union list of state department book and periodical holdings;
(8) to develop a program to strengthen law library service at the local level in the cities and counties.

CHAPTER II

THE NEW HAMPSHIRE ECONOMIC AND DEMOGRAPHIC BACKGROUND FOR LIBRARY SERVICES

The demand for library services, like the demand for most other government services, is closely related to the economic and demographic characteristics of the population to be served. Before long-range planning and an assessment of present and future library needs can be made, economic and demographic variables that affect the demand for these services must be surveyed and projected. This section presents, therefore, a profile of the New Hampshire constituency and the factors which influence it.

Geographic Area

New Hampshire, a blend of mountains, lakes, rivers, thick forests, and industrial areas, covers a 9,304 square mile area which ranks, in area size, 44th in the nation.

Abundant water power early turned New Hampshire into an industrial state, with manufacturing the principal source of income. Soil and climate have curtailed agricultural growth, but scenic and recreation resources have been developed and the tourist-vacation business, about $250,000,000 a year, ranks second in its contribution to the State's economy.

Most industries are concentrated along the Merrimack and Connecticut Rivers and in the seacoast area which employ about 150,000 workers. Agriculture ranks third after recreation and industry in income, the major income (80%) from the dairy and poultry business, the remainder from apple and peach crops and maple syrup and sugar.

One-third of the State is over 2,000 feet above sea level. The highest land in the northeastern United States is the Presidential Range of the White Mountains. National forests cover 677,559 acres of the State and 142 state forests and parks cover 63,805 acres.

Portsmouth is the State's only port, Manchester its largest city, population 91,190 in 1978.

Implications for long-range library planning:

Diverse characteristics of the State's geography result in diverse needs of its residents: there are urban and rural populations to serve, populations in the agricultural, recreational and industrial areas, residents geographically isolated and residents in the rapidly extending megalopolis in the southeastern area of the State. Many areas formerly isolated geographically are accessible through well-developed transportation and communication systems; yet some areas are still isolated.

Population

New Hampshire's population in the 1970 census numbered 737,681 inhabitants. This was an increase of 21.5% for the decade 1960-1970. The 1979 resident population figures compiled by the New Hampshire Office of State Planning show a population of 908,843 with breakdowns by community resident population.

Twenty-five urban areas (2,500 or more inhabitants) contain 56.4% of the population while 43.6% of the population is rural. The charts and tabular presentations from the 1970 United States Census (see Appendix) indicate numerical and percentage distribution of urban and rural residents by place 1960 and 1970, and population growth of the State from the earliest census to 1970.

The available data indicate that New Hampshire will grow very fast in the foreseeable future and that most growth will concentrate, as at present, in the southeastern portion of the State. Rockingham County increased in population over the past decade by 40.3%, Hillsborough County by 25.7%, both southeastern counties, against a 21.5% population increase for the State as a whole.

The root causes for New Hampshire's projected growth and the area of concentration of this growth are complex but can also be viewed as the result of two nationwide trends. These are, first, the migration of rural populations to the metropolitan centers, and second, the spread of the metropolitan centers in a series of increasingly intensive waves into the adjoining countryside.

Population projections here are based upon analyses of migrations and natural increases from federal and state data. The projected population for the year 2020 is 2,384,000 which is an increase of over 300% of the 1970 population count. The projections have been prepared by the New Hampshire Department of Resources and Economic Development, based upon a detailed community by community study of New Hampshire's population and land use patterns.

The general characteristics of New Hampshire's population are:

99.4% of the inhabitants are Caucasian
.6% are black or other races
34.5% are under age 18
54.9% are age 18 to 64
10.6% are age 65 and over
47.7% of persons over age 18 are males
52.3% of persons over age 18 are females
3.25 persons per household is the average household size

The 1970 census general population characteristics compilations show the urban and rural distribution and the numerical breakdowns by community upon which these percentages are based.

Implications for long-range library planning:

The population growth rate indicates that libraries of all types will be serving larger communities; particularly in those areas of the State where the population growth rate is greatest the demand for the informational needs of this population will increase. This increase in population will first exert pressure upon local libraries and, secondarily, upon larger units of service which will be called upon to support local needs which cannot be met locally. This increase in population will also necessitate greater activity at all levels of State government, which will in turn increase the service demands of State agencies. The State Library will be called upon to meet the informational needs of these agencies.

The service needs of this population according to location, age group, ethnic background, economic situation, education, all are factors for consideration in this plan.

Economic Conditions

The New Hampshire economy, by all indications, is and will continue to be healthy. However, sometimes the favorable overall economic statistics of a state hide a number of problems. The most severe of these hidden New Hampshire problems are the unequal educational opportunities and the disproportionate distribution of jobs and income in the developing metropolitan areas.

New Hampshire's employment and population are expected to grow in the next decade at a rate somewhat faster than the national rate. In the years ahead, the job increase should result in a net in-migration to southern New Hampshire cities. The manufacturing sector in general is expected to grow from six to ten per cent. The predominant number of employers will continue to be in the fields of electrical and non-electrical machinery, but the majority of new jobs by 1980 are expected to be in the rapidly growing service industries, such as finance, insurance, and real estate. The real promise for the State of New Hampshire lies in its dominant position as a high-technological area with a good supporting base in educational, scientific, and managerial skills. A high concentration of technological industries and services has been developing in the lower Merrimack Valley Region. This growth has been distributed disproportionately across the State; economic growth tends to concentrate in the metropolitan areas of Nashua, Manchester, and Concord.

It is expected that land use will continue to change from agriculture to industrial, commercial, and residential developments in southern New Hampshire. Northern New Hampshire will see more of its land being used for recre-

ational and tourist facilities, and for development projects.

Percentage changes for the State in principal occupational categories during the 1960 to 1975 period are quite similar to the national pattern. "White collar" and service jobs are seen here to be expanding at about twice the rate as "blue collar" jobs.

Implications for long-range library planning:

Expanding economic conditions require informational services to meet the specialized needs of business and industry. All types of libraries will be called upon to meet these needs.

Low Income Areas

In 1972 the Department of Resource Economics at the University of New Hampshire revised its 1965 publication A Study to Identify Low Income Areas in New Hampshire. The findings of this study are used here as indicators of the State's disadvantaged areas.

Observations from this study are:

New Hampshire per capita income in 1970 was less than for New England and the United States.

7.1 per cent of the New Hampshire families have incomes under $3,000 and 11.1 per cent have incomes under $4,000.

The highest proportion of families with incomes under $3,000 are in the counties of Carroll and Belknap; under $4,000 in the counties of Carroll and Coos.

There are 17 towns in New Hampshire where more than 25 per cent of the families have incomes of less than $4,000.

There are high seasonal changes in unemployment particularly in the northern centers. For example, a five year average of the Laconia area unemployment varied from 420 in August to 820 in February. Unemployment in the Keene area varied from 550 in February to 1,100 in November.

The average weekly and hourly earnings in manufacturing are lower in New Hampshire than other New England States and are lower than the United State's average.

The percentage of housing units deteriorating or dilapidated is 28.7 per cent in Grafton and 21.6 per cent in Sullivan and Cheshire Counties compared with a State average of 17.6 per cent.

Certain towns have as much as 73 per cent of their housing units in the deteriorating and dilapidated category.

Certain towns have as much as 42 per cent of their housing units lacking plumbing or kitchen facilities.

Comparison of average relief and aid payments per person by towns is a further means of identifying potential poverty problem areas.

Implications for long-range library planning:

The focus of the development of statewide library services in current planning is to implement and support regional and local programs serving the informational needs of these low income areas and groups.

Education

The education tables in the Appendix show the median school years completed by persons 25 years and older in New Hampshire towns and cities. This ranges from a low of 7.4 to a high of 14.6. In fifty-six communities the median school years completed for this age group are twelve years or more, indicating high school graduation or beyond completed by the average resident. In five communities the median years completed are less than eight.

In 1967 of the total 12,091 persons eighteen years of age 7,586 or 62.74% were high school graduates. Of these, 2,515, or 32.01%, entered institutions of higher education.

There are 185 school districts in the State supported mainly by property taxes at the local level. Seventy per cent of local property taxes are spent on education. In 1968 twenty-five per cent of school age children were enrolled in parochial schools, a figure which has decreased for the reason that many of these schools were forced to close for financial reasons.

There are 27 institutions of higher education in the State, all of which have experienced a period of rapid expansion over the past decade. For the decade ending 1967 full-time undergraduate enrollments showed a 108.5% increase, full-time graduate students increased by 334.7%. Between 1965 and 1985, the most rapidly growing groups in New Hampshire are expected to be those of college age (18 to 24) and those in young adulthood (25 to 34). To illustrate this point, the population 18 to 44 is projected to increase from 228,000 in 1965 to 358,000 in 1985 or fifty-seven per cent increase change; in the 18 to 24 college-age population the change is nearly forty per cent from 70,000 to 98,000 in a twenty-year period.

CHAPTER III

NEW HAMPSHIRE LIBRARY DEVELOPMENT STATEWIDE

Public Libraries

Within the framework for cooperation among local units of service toward providing improved public libraries in New Hampshire, legislation in 1963 enabled the establishment of a single state library system which presently serves 185 of the 232 public libraries throughout the State.

To understand this single state system, it is necessary to understand that it resulted from a pattern of library service dating from the nineteenth century and operating from a governmental structure established in the eighteenth century. The first tax-supported library in America, the Peterborough Library, is among its early libraries.

There are 235 independent towns and cities within the State's 9,304 square miles. Support for town and city services comes mainly from local property taxes, frequently meager, and the services which they support include the 232 public libraries which served in 1977 all but 6,917 of the State's 836,366 residents.

Only 18 of these libraries are in cities or towns of over 10,000 population, four of which are over 25,000 and under 100,000 inhabitants. These 18, however, provide area library service for 49% of the total State population while 14% of the population is served by 136 libraries in towns of less than 2,000 inhabitants. Most of these communities have their own public library buildings, the majority of which are old-fashioned or inadequate in size. Federal funds, available since 1965, have assisted 29 libraries to improve physical facilities in such construction projects as new buildings, renovations, or additions.

In 1977 the per capita expenditure for all public libraries (except Durham which contracts with the University of New Hampshire) was $5.57. The combined holdings of these libraries were 3,080,168 volumes, with annual accessions in 1977 of 159,830. Per capita circulation in 1977 was 6.1.

Developments in which member libraries have participated under the Statewide Library Development Program have been as follows:

(1) Centralized cataloging and card services which are also made available by contract to the States of Maine and Vermont.

(2) Participatory planning by the four District Advisory Councils in the Statewide Library Development Program, composed of delegates from each member library, whose function is to make recommendations on library development to the New Hampshire State Library Commission.

(3) Consultant services provided by four District Office consultants.

(4) Workshops sponsored by the District Advisory Councils for staff and trustee development.

(5) Children's book displays held periodically to aid in book selection.

(6) Reciprocal borrower privileges through inauguration of a Statewide card, which system became effective in July 1970.

(7) Statements of qualifications to be met subject to recommendations of a Review Committee.

(8) Required written statements of policy on objectives, resources, and personnel.

(9) Coordination of public libraries within communities.

(10) Central resource services of Service Center Libraries.

All public libraries, whether members of the Statewide Library Development Program or not, have the following services available:

(1) Interlibrary loan services through the State network.

(2) Reference and other services provided by the State Library.

(3) Statewide bookmobile services which are wholesale services to libraries.

(4) Film services of the North Country Libraries Film Cooperative which provides films to public libraries through a cooperative resource and service with the States of Maine and Vermont.

(5) Personnel development through the Public Library Techniques Program at the University of New Hampshire and extension courses (member libraries have first priority for extension courses).

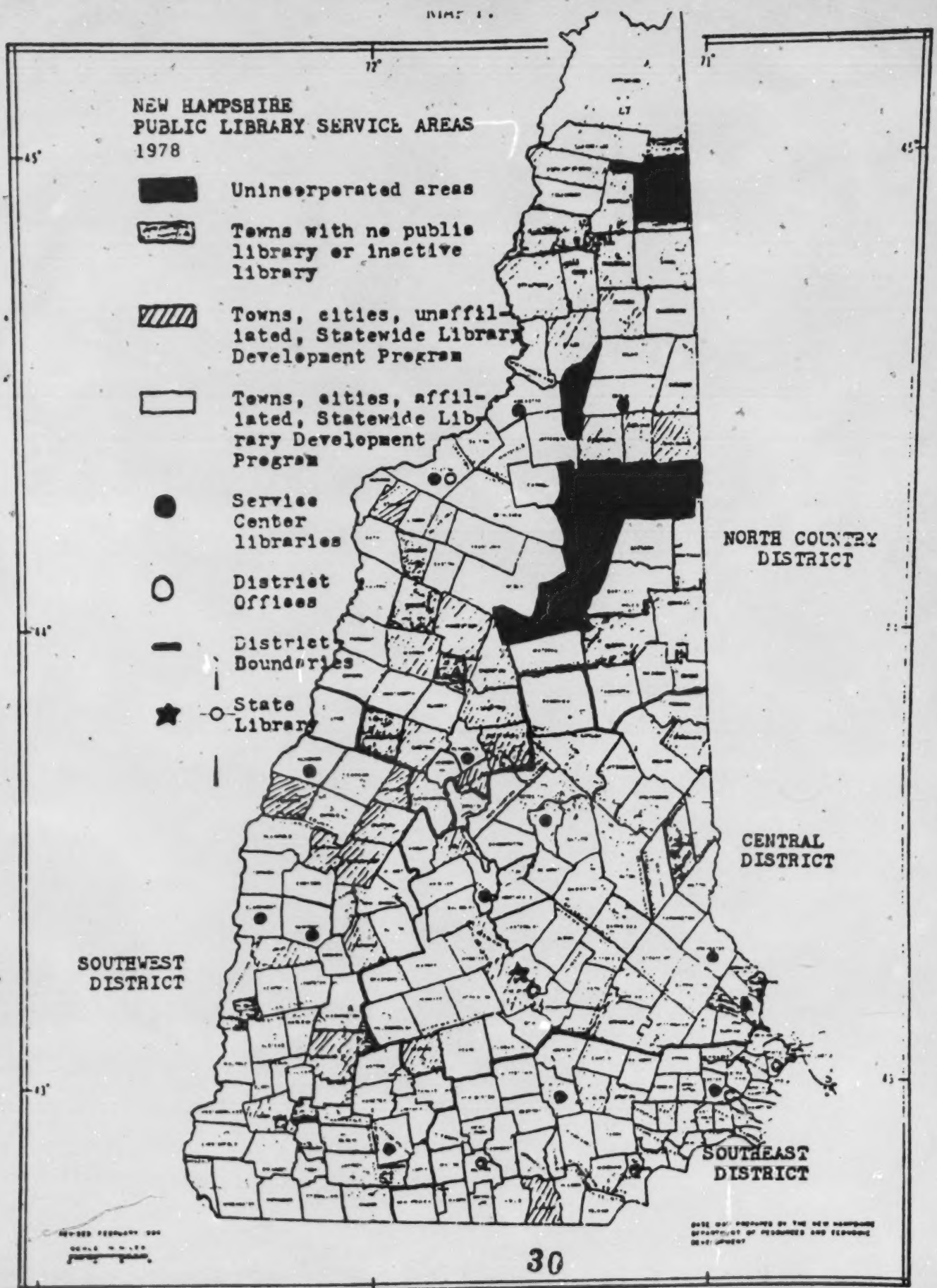

NEW HAMPSHIRE
PUBLIC LIBRARY SERVICE AREAS
1978
Unincorporated areas
Towns with no public library or inactive library
Towns, cities, unaffiliated, Statewide Library Development Program
Towns, cities, affiliated, Statewide Library Development Program
Service Center libraries
District Offices
District Boundaries
State Library
NORTH COUNTRY DISTRICT
CENTRAL DISTRICT
SOUTHWEST DISTRICT
SOUTHEAST DISTRICT

TABLE 1.

BOOKS AND RELATED MATERIALS

BOOKS AND OTHER RESOURCES AVAILABLE IN THE STATE	1976	1977
TOTAL VOLUMES ALL PUBLIC LIBRARIES	2,804,910	3,080,168
TOTAL VOLUMES UNIVERSITY OF N. H.	732,368	757,018
TOTAL VOLUMES N. H. STATE LIBRARY	720,471	730,076
TOTAL VOLUMES COLLEGE & UNIVERSITY LIBRARIES Omit UNH	**2,494,967	***2,560,815
TOTAL VOLUMES ALL PUBLIC & COLLEGE & STATE LIBRARIES	6,752,716	7,128,077
TOTAL VOLUMES ADDED ALL PUBLIC LIBRARIES	141,269	159,830
TOTAL VOLUMES ADDED UNH	27,229	30,716
TOTAL VOLUMES ADDED ALL OTHER COLLEGE LIBRARIES	** 117,582	*** 130,404
TOTAL VOLUMES ADDED STATE LIBRARY	18,829	22,314
TOTAL VOLUMES ADDED ALL PUBLIC, COLLEGE & STATE LIBRARIES	304,909	343,264

CIRCULATION AND OTHER USE

TOTAL CIRCULATION ALL PUBLIC LIBRARIES UNH Omitted	4,915,700	5,244,349
PER CAPITA CIRCULATION ALL PUBLIC LIBRARIES	5.9	6.1
STATE LIBRARY CIRCULATION		
Branch Office Bookmobiles	274,895	320,952
Central Library	48,922	46,148
Books borrowed on interlibrary loan	11,973	12,564
Reference questions answered	9,487	10,670
Bibliographic search for other libraries	34,966	33,559

**Fall, 1976 figures
***Fall, 1977 figures

TABLE 2.

FINANCE

	1976	1977
TOTAL EXPENDITURES ALL PUBLIC LIBRARIES UNH Omitted	$4,110,237	$4,782,062
Over 10,000 Population	2,246,142	2,777,703
2,000 to 9,999 Population	1,329,693	1,462,492
Under 2,000 Population	534,402	541,867
PER CAPITA EXPENDITURES	4.91	5.57
TOTAL INCOME ALL LIBRARIES	4,502,233	5,253,955
Endowment & Other	908,375	1,072,129
Municipal Appropriations Durham included ($11,000.)	3,593,858	4,181,826
ANNUAL EXPENDITURES FOR BOOKS		
ALL PUBLIC LIBRARIES UNH Omitted	$ 795,905	$ 908,752
Libraries in towns over 10,000	369,187	441,995
Towns 2,000 - 9,999	284,753	324,072
Towns under 2,000	141,965	142,685
STATE LIBRARY - TOTAL	111,948	145,873
Bookmobile Circulation	25,851	51,493
Central Collection - Law & Reference	86,097	94,380
ALL COLLEGES UNH Included	2,080,399**	2,400,041***

**Includes binding and microfilm. (Fall, 1976 figures)
***Includes binding and microfilm. (Fall, 1977 figures)

College and University Libraries

During the period 1962-1977, enrollment in New Hampshire institutions of higher education more than doubled. New colleges were founded and existing campuses expanded their facilities to meet increasing demands for graduate and undergraduate study. This growth of the colleges places a considerable strain on libraries trying to serve faculty and students. Even vigorous expansion programs are unequal to the task of maintaining a collection which keeps pace with enrollment; space for storage and study is at a premium. This continues to hold true even though some of the colleges have had financial problems which in fact forced two to close.

New Hampshire colleges and universities are making a valiant effort to keep up quality service for their patrons. The New Hampshire College and University Council or the consortium, as it is more commonly called, was established in 1966 to engage in an extensive effort toward cooperation among colleges. It is composed of the following educational institutions: Colby-Sawyer College, New London; Daniel Webster College, Nashua; Franklin Pierce College, Rindge; Keene State College, Keene; Merrimack Valley College, Manchester; New England College, Henniker; New Hampshire College, Manchester; Notre Dame College, Manchester; Plymouth State College, Plymouth; Rivier College, Nashua; St. Anselm's College, Manchester; and the University of New Hampshire, Durham. The New Hampshire State Library is an Associate Member of the Library Policy Committee of the consortium. These institutions have joined together to share resources, to more effectively use their funds by avoiding duplication of spending, and to plan for shared programs of the future.

There have been many joint projects undertaken by the consortium and those concerning the member libraries are of particular interest. These include a cooperative plan for purchasing scholarly materials of a less frequently used nature; common borrowing privileges at consortium libraries for all members of the NHCUC community, and a four-times weekly truck delivery system for traditional interlibrary loans as well as the loaning and borrowing of bulk collections for as long as a semester. The most significant achievement is the agreement that to avoid duplication of collections, each library will support its core collection and then develop two or three subject areas unique to it in sufficient breadth and depth so that consortium-wide needs may be met.

Several institutions are also affiliated with the New England Board of Higher Education in its New England Library Information Network (NELINET). This was established to make total library resources of the State University Libraries in New England available to them all; provide for cooperative acquisition, joint use, and joint ownership of less often used materials; strengthen mutual aid and communications; promote computer-based cataloging and other services to members and subscribers.

It is indeed a healthy sign that the colleges have recognized the benefits of interaction, both within New Hampshire and beyond the State's boundaries. Yet much more remains to be done. It is essential, for instance, that each college continue to build up its own research collection. Nothing can replace the advantages of having material on hand when intensive work is required. On the other hand, no single college can hope to keep pace with the multiplicity of written material produced every day by publishing companies, the Federal Government, and research centers. This is amply demonstrated by the experience of Dartmouth College, which has by far the largest library in New Hampshire. With holdings of over one million volumes, the Dartmouth College Library still finds it necessary to borrow specialized material from outside sources. In the case of Dartmouth and the University of New Hampshire, many more books are loaned than borrowed.

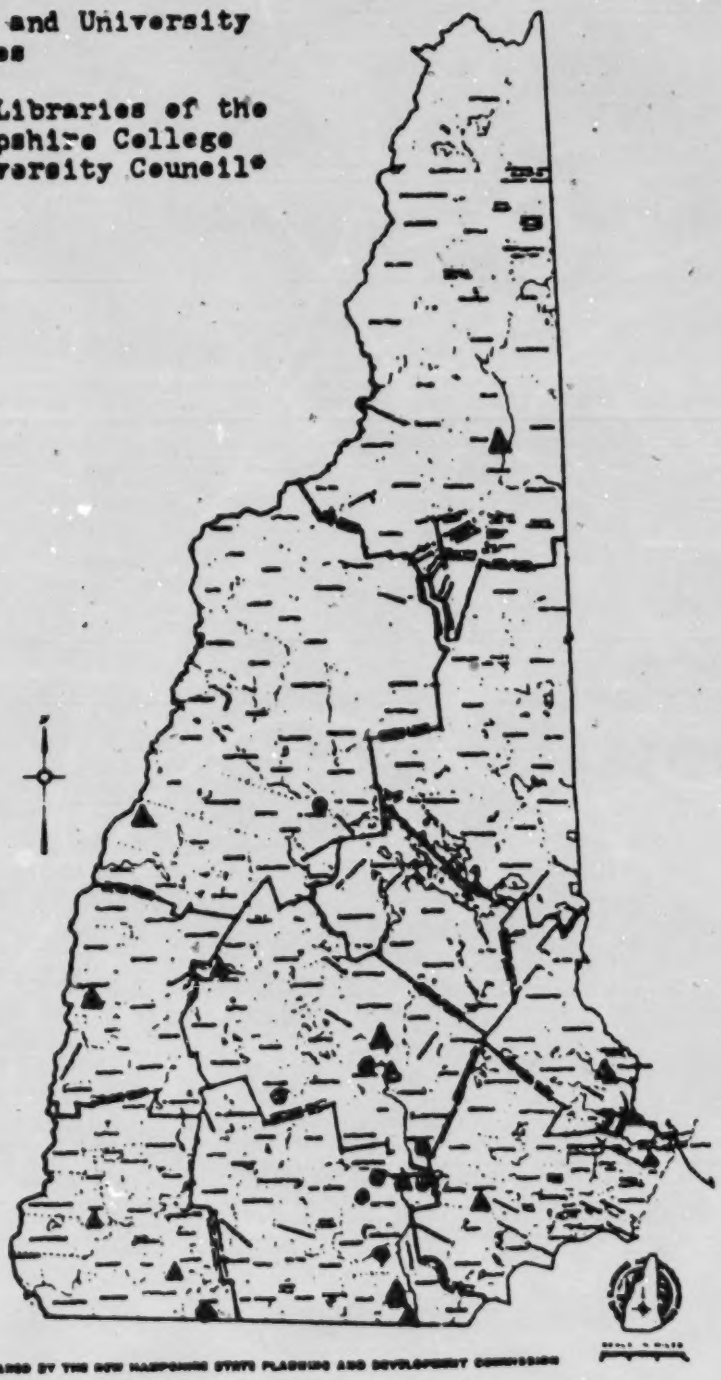
The smaller colleges are in a somewhat different situation. In many instances their holdings are fairly general and not in constant demand from other libraries. Colleges without graduate programs can more nearly meet their needs without outside help. Yet while the interlibrary loan traffic is not as great as at the two major colleges, the smaller colleges do engage in a fair amount of interlibrary loan.

MAP 2.

NEW HAMPSHIRE
LIBRARIES IN INSTITUTIONS OF HIGHER EDUCATION
1978

▲ College and University Libraries

● Member Libraries of the New Hampshire College and University Council*



BASE MAP PREPARED BY THE NEW HAMPSHIRE STATE PLANNING AND DEVELOPMENT COMMISSION

* Includes the New Hampshire State Library

TABLE 3.

INSTITUTIONS OF HIGHER LEARNING

Fall, 1977

Name of College & Location	Enrollment	Total Operating Expenditures	Salaries & Wages	Total Books & Binding	Volumes Added	Periodicals Received	Total Volumes
Colby-Sawyer College, New London	702	$ 136,242	$ 58,719	$ 39,228	21,512	285	68,130
Daniel Webster College, Nashua	309	28,000	16,000	8,500	1,470	120	17,660
Dartmouth College, Hanover	4,100	2,167,086	1,541,986	1,067,739	26,597	15,817	1,265,198
Franklin Pierce College, Rindge	800	84,591	36,736	16,284	1,850	330	44,200
Franklin Pierce Law Center, Concord	354	159,650	63,590	96,060	5,730	439	57,000
Hesser Business College, Manchester	700	5,012	3,915	298	170	20	4,487
Keene State College, Keene	3,311	141,660	146,832	80,776	5,056	# 850	180,922
Merrimack Valley College, Manchester	1,383	46,340	29,600	13,000	# 363	220	# 15,166
New England College, Henniker	1,140	162,745	79,935	36,130	3,240	473	67,969
New Hampshire College, Manchester	3,081	199,936	130,664	44,207	3,907	790	50,650
N. H. Technical Institute, Concord	4,000	51,690	36,790	14,900	1,352	300	19,416
N. H. Vocational-Technical College, Berlin	268	19,967	13,407	2,500	202	114	5,969
N. H. Vocational-Technical College, Claremont	345	9,007	13,407	4,600	560	81	6,623
N. H. Vocational-Technical College, Laconia	239	9,021	14,296	7,459	667	72	5,930
N.H. Vocational-Technical College, Manchester	307	27,283	18,428	8,850	587	132	7,007
N.H. Vocational-Technical College, Nashua	390	24,000	12,000	8,500	610	96	4,990

TABLE 3.
(continued)

Name of College & Location	Enrollment	Total Operating Expenditures	Salaries & Wages	Total Books & Binding	Volumes Added	Periodicals Received	Total Volumes
N. H. Vocational-Technical College, Portsmouth	204	$ 823,300	$ 13,400	$ 9,500	630	100	7,252
Notre Dame College, Manchester	562	55,980	34,370	11,053	2,474	261	40,000
Plymouth State College, Plymouth	2,800	464,906	235,675	169,372	40,396	1,409	466,846
Rivier College, Nashua	1,600	78,385	54,736	13,533	2,425	500	85,000
St. Anselm's College, Manchester	1,658	288,005	137,242	109,237	9,638	1,076	123,300
U.N.H., Durham	12,175	1,532,352	789,257	628,882	30,716	6,023	757,018
White Pines College, Chester	75	17,147	7,714	9,433	968	94	17,040
TOTAL	40,503	$5,732,305	$3,488,699	$2,400,041	161,120	29,602	3,317,833
N. H. STATE LIBRARY, Concord (Fiscal 1978)		$ 918,574	$ 615,646	$ 150,854	22,314	# 875	730,076

No report received: Antioch Graduate School, Harrisville; Castle Junior College, Windham; McIntosh Junior College, Dover; Nathaniel Hawthorne College, Antrim.

School Libraries and Media Centers

Until fifteen years ago, there were only a few schools in New Hampshire which maintained libraries of any significant size. Increasing emphasis on individual research and reference to source material and the availability of federal funds under the Elementary and Secondary Education Act have changed this situation considerably. More and more school libraries and instructional media centers have been established and are expanding rapidly. While at their early stages there was little coordination of this activity, over the past several years cooperation has been promoted through the creation of the positions of consultants in Instructional Media Services, and School Library Services in the State Education Department. As school libraries and media centers developed there was a need to coordinate these activities more closely with the total library network of New Hampshire.

In fiscal year 1974 a series of workshops on school and public library cooperation was co-sponsored by the State Department of Education and the State Library. These were followed by a report with recommendations of the workshop participants compiled by a committee representing the Department of Education, N. H. Educational Media Association and State Library. The recommendations served as an agenda for a joint meeting in June of the State Board of Education and the State Library Commission at which time both bodies voted to accept the recommendations and to form a state committee of five representatives from each sector to study and implement the recommendations. A special project funded by a grant under LSCA Title III was completed in 1977 to establish a statewide program for school and public library cooperation as recommended by this committee.

Interlibrary Cooperation

For many years New Hampshire has had an informal information network. The Union Catalog was started in 1937. A union list of holdings of books in foreign languages was started even earlier, in 1935. The Union Catalog now lists the adult nonfiction holdings of 42 libraries in the State. Included are the larger libraries, college and university libraries (excluding Dartmouth), one special library and such institutions as Phillips Exeter Academy and St. Paul's School. This informal structure has worked successfully for over 30 years to provide the bibliographical information that has been the basis for much interlibrary borrowing. In FY 1973 the State Library purchased a copy of the Dartmouth catalog on microfilm.

Interlibrary loan also, for many years, had an informal structure. Using the resources listed in the Union Catalog, the State Library would borrow from one library and loan the material to another library or to an individual. After many months of study and discussion, a "triangle plan" for interlibrary loan was instituted. This has worked well and speeded up service. The State Library staff, using the Union Catalog, locates the material and then requests the library which owns the needed material to send it directly to the requesting library or, in some cases, to an individual.

After the new ALA code for interlibrary loan was adopted nationally, a more liberal code for New Hampshire was drawn up based on the national code. In a move toward a more formal network, 37 libraries (including both public and academic) ratified this New Hampshire code for interlibrary loan. These agreements, dated December, 1969, are on file at the State Library.

The Statewide Library Development Program has been an active force in making public libraries aware of the value of networks or systems. Although the Development Program has not been engaged in projects concerned directly with bibliographical control, discussion on improved communications and peripheral activities in book selection have made an indirect contribution to the New Hampshire information network.

The teletype network with present installations in fourteen larger public and academic libraries was instituted in 1969. It has speeded up the flow of interlibrary loan requests. Use of copying machines to duplicate some materials rather than lending the original is another improvement in the network. Another aspect of bibliographic control is the union list of periodicals in New Hampshire. This project was fostered and encouraged by the State Library. In December, 1967, letters were sent to Dartmouth, New England College, St. Anselm's College, Sander's Associates and the University of New Hampshire asking that periodical holdings indexed in various special indexes be noted. The State Library is also a contributor to the Union List of Serials in Maine, New Hampshire and Vermont.

Annual grants were awarded until 1975 to three public and three academic libraries in recognition of the fact that these libraries loan many more mate-

rials than they borrow in the interlibrary loan network. The librarians of the participating libraries in the teletype network have met annually, now biennially, to discuss and evaluate the system.

In the present network public and academic libraries are actively participating and cooperating. The school libraries, although they are users of the system, are not contributors in the information network. Although high school libraries are still in the developmental state in the State, their resources should be thought of as a part of the total library resources of the State and should not be allowed to develop unknown and untapped.

The development of interlibrary cooperation under Title III of LSCA is based on recommendations in the 1967 report A PLAN FOR LIBRARY COOPERATION IN N.H., published by Arthur D. Little, Inc., and on recommendations in the report A CHANCE FOR EVERY NEW HAMPSHIRITE: A REVITALIZED LIBRARY DEVELOPMENT PROGRAM, by Dr. Lowell A. Martin, 1978. This last study was done for the New Hampshire Conference on Library and Information Services held in the autumn of 1978, and forms the basis for intensive study of the Statewide Library Development Program now underway in New Hampshire.

CHAPTER IV

NEW HAMPSHIRE STATE LIBRARY

Organization and Functions

A governing board of six persons has "general control and supervision" of the State Library (RSA 201-A:1). Five members of the State Library Commission are appointed by the governor and council for five year terms; no more than three shall be of the same political party and one shall be a member of the N.H. bar (RSA 201-A:3). In addition the state board of education shall select one of its members to serve as a voting member of the commission. (RSA 201-A:6).

The Commission appoints the State Librarian, who is "the executive and administrative officer of the State Library" (RSA 201-A:14 and 15). The Commission also, on recommendation of the State Librarian, appoints the Assistant State Librarian, who "shall serve as the deputy to the State Librarian and during (his) absence or disability ... perform all the duties of the office" (RSA 201-A:15, 16, and 17). Both are appointed for five-year terms.

With the advent of an expanded program under the Library Services and Construction Act, there will be additional personnel and duties to be performed by the staff of the State Library. Following is a list of these assignments. Although changes have been made, and certain functions and divisions have been assigned to the Assistant State Librarian, it should be made clear that the ultimate responsibility rests with the State Librarian, and the office door is always wide open to any staff members.

State Librarian

Recommends new policies, methods, and programs to the Commission; carries out long-range studies and planning to improve the services of the library; initiates new programs. Prepares, presents, and administers the appropriation, including Federal Aid, and authorizes expenditures. Initiates and supports legislation beneficial to library service. Makes recommendations to the Commission concerning all grants-in-aid, including those for construction. Initiates and maintains contacts with various statewide organizations by speaking, writing, etc. Develops relations with other state departments. Maintains liaison with Department of Education concerning relationship of school libraries and public libraries. Primary responsibility for liaison with N.H. Library Association, N.H. School Library Association, New England Library Association, and American Library Association. Coordinates the work of all divisions, and gives general supervision specifically to the Law & Legislative Reference Division, Administration Division, & the Extension & Library Development Division.

Assistant State Librarian

Participates in all state library programs and services to an extend sufficient to allow easy assumption of responsibility for the entire operation during the absence or disability of the State Librarian. Supervises and administers the personnel program, under the rules of the Personnel Commission. Analyzes and publishes statistical information about libraries. Supervises publication of all reports and other printed material. Supervises building use, maintenance, and working conditions, including equipment. Supervises various staff meetings, improves intra-staff communication, and generally promotes staff growth. Gives general supervision to the Reference & Loan Division, with especial attention to the further development of resources. Has general supervision of the Reference & Loan Division, the Technical Services Division, Service to Institutions, and Services to the Handicapped Divisions. Maintains contacts with statewide groups. Primary responsibility for liaison with the N.H. Library Trustees Association, and the New Hampshire Advisory Council on Libraries.

Law and Legislative Reference Division

Under direction of Law and Legislative Reference Librarian, maintains a library for the use of judicial, legislative and executive branches; provides legal reference service for members of the courts, the N.H. bar, and officials of the various state departments; furnishes reference and research service for members of the General Court; exchanges materials and information with other states and the Council of State Governments; selects, and organizes books and related materials to further these services; maintains a numerical and subject record of all bills introduced in the legislature.

Reference and Loan Division

Under direction of Reference Librarian, provides a centralized service to assist state departments, libraries and citizens of New Hampshire in securing needed sources of information; maintains bibliographic and reference service for all libraries, arranges for interlibrary loans within the state, and refers highly specialized requests to larger libraries outside the state; secures, maintains and through the exercise of professional knowledge makes available a strong reference and loan collection emphasizing scholarly, specialized and technical works covering all fields of interest. These resources include books, periodicals, newspapers, recordings, pamphlets, U.S. documents and publications of other states. There is a comprehensive collection of materials relating to New Hampshire. A union catalog of the nonfiction holdings of the larger libraries of the state is maintained.

Administration Division

Under direction of Administrative Supervisor, maintains a record of all personnel and accounts; processes all orders for supplies and equipment; maintains records of all motor vehicles; maintains correspondence files; keeps an inventory of equipment and supplies; certifies to the completeness and accuracy of all manifests and vouchers pertaining to the use and status of appropriated and other funds; supplies secretarial and administrative assistance to the State Librarian, Assistant State Librarian and Divisions; assembles and compiles statistical data about public libraries; maintains mailing lists and records of public library personnel and services; prepares bulk mailing; keeps records and collects payment for lost and damaged books.

Technical Services Division

Under Director of Technical Services, orders and receives all publications including U.S. and state documents acquired for the library's collections; maintains a record of all book orders and expenditures; classifies and catalogs all items, except law and legislative reference materials, for the appropriate divisions; prepares all materials for use including legal materials; withdraws outdated materials and those no longer appropriate to the functioning of the library; maintains the official, public, and union catalogs. Prepares all materials for binding, microfilm or other fonn of preservation; makes minor repairs on damaged materials; keeps an inventory of the collections; prepares the checklist of official N.H. publications; orders all publications for the various state departments; administers a program of centralized ordering and cataloging of books for local public libraries.

Extension and Library Development Division

Under Director of Extension and Library Development, stimulates, encourages, and assists in the development and improvement of local public library services through the Statewide Library Development Program (RSA 201-C). Through research, statewide and regional planning, and training, promotes understanding and enthusiasm for the principles of good library service among trustees, librarians, and the general public. Working with the District Advisory Councils, establishes qualifications for library service. Using a variety of techniques and materials, provides opportunities for trustees and librarians of Affiliated Libraries and Service Center Libraries to expand library services and resources. Prepares and distributes various printed materials concerning libraries. Carries out in-service training programs for local personnel. Emphasizes the value of cooperative programs as a vehicle for improved service. Selects books and films which will supplement local library resources. Makes available to local libraries by means of regularly-scheduled visits, supplementary collections of currently useful books and other materials.

Supplies recreational reading materials on a limited basis to rural schools when requested to do so by the local library. Verifies data contained in requests for grants-in-aid; supervises distribution and expenditure of such grants which are approved.

Division of Library Service to the Handicapped

Under direction of Consultant for Library Service to the Handicapped, stimulates, encourages, and assists in the development and improvement of library services to the handicapped in the state. This term includes all persons not able to use conventional printed materials, i.e., blind, partially sighted, physically handicapped. Develops, maintains and services a special collection of materials for the handicapped, such as talking books, Braille books, tapes, large-print publications, etc. Also supplies equipment such as mechanical page-turners to those in need. Selects all materials for such a collection. Advises local libraries in methods of publicizing and using the collection, and does general public relations needed to make the general public aware of the service.

Institutional Library Division

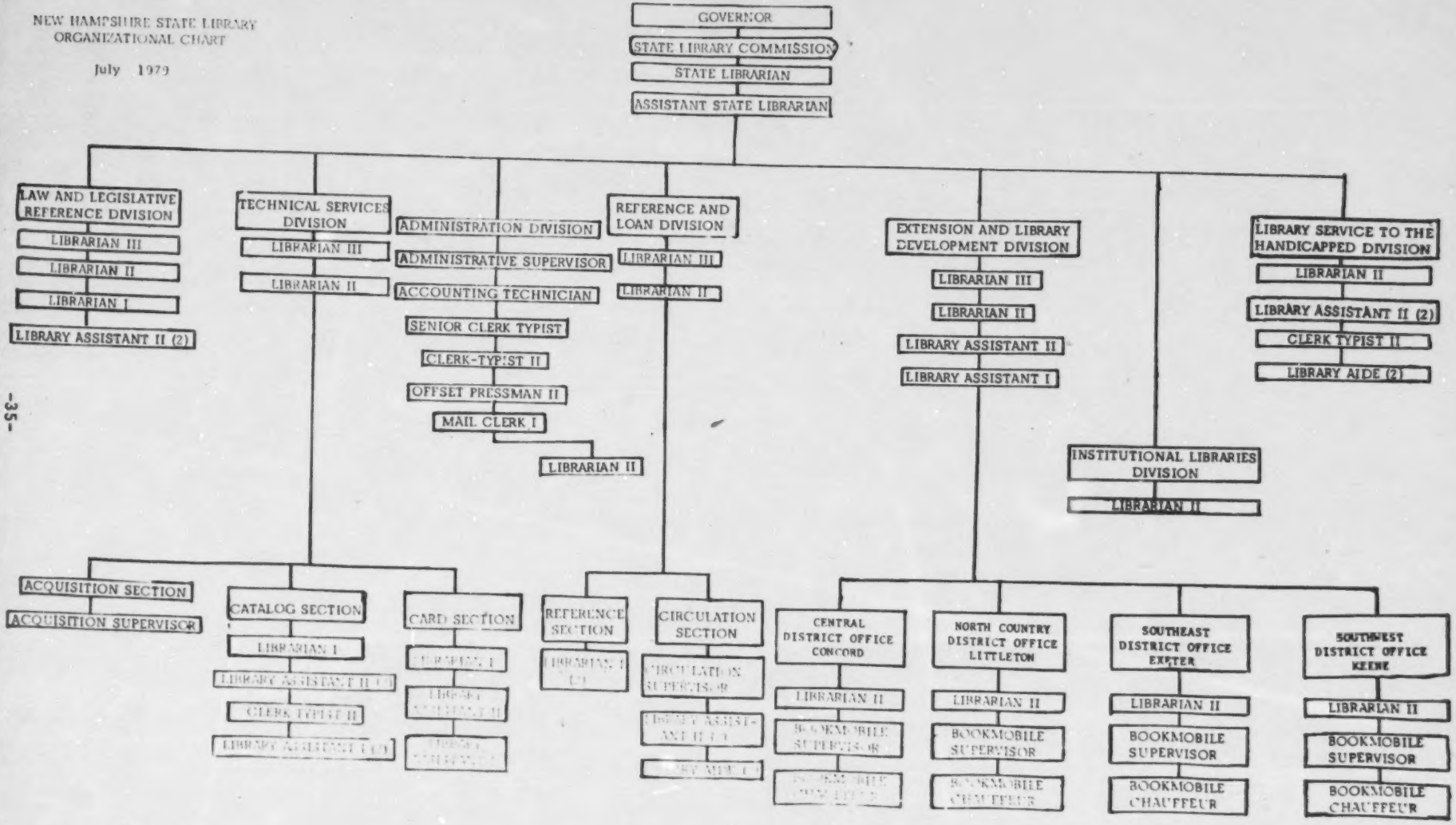
The Institutional Library Division was created out of the recommendations of an Arthur D. Little Report of 1967 and with the advent of LSCA federal funds. The Division is responsible for stimulating, encouraging, and assisting in the development and improvement of the five institutional libraries in the State. A part time consultant develops and implements long-range plans to improve the program, accepts and disperses funds, aids in recruiting and training institutional librarians, promotes the needs of institutional libraries to the community at large, renders advice and assistance to institutional libraries and promotes inter-departmental cooperation.

The five state supported institutions involved in the program are: New Hampshire Hospital, N.H. State Prison, Glencliff Home for the Elderly, N.H. Youth Development Center, and Laconia State School & Training Center.

CHART 2.

NEW HAMPSHIRE STATE LIBRARY
ORGANIZATIONAL CHART

July 1979



CHAPTER V

IDENTIFICATION OF PRESENT AND PROJECTED NEEDS

I. Statewide Library Development

In 1978 all but 6,917 or less than 1% of New Hampshire's 877,488 residents had public library services available locally. At present 185 of the 232 public libraries in the State are participating in the Statewide Library Development Program.

In preparation for the New Hampshire Conference on Library and Information Services which was held in September, 1978, a study of the library development plan in New Hampshire was done by Dr. Lowell Martin called "A Chance for Every New Hampshirite: A Revitalized Library Development Program." According to opinions expressed by Dr. Martin in the "Martin Report" concerning the Statewide Library Development Program, progress has occurred in New Hampshire libraries. He sees them as discernibly better in 1978 than they were in 1963. Collections have increased, there are more trained staff members, there is an effective interlibrary loan system, as well as centralized provision of films and centralized catalog card production. Cooperative activity exists among groups of libraries with several outstanding cooperatives such as Hillstown, Bearcamp, Nubanusit, and the seacoast SLAMS, the latter involving both school and public librarians.

However, he also cites shortcomings in the program, notably the very expensive bookmobile service, the failure of service center libraries to provide the services and leadership originally envisioned, and the disproportionate amount of time and personnel dedicated to helping the small public library. He also faults the state for not funding the program as originally legislated, and the State Library for not more actively promoting inter-type library cooperative activity.

In conclusion Dr. Martin summarizes that elements of the program have proven themselves, and personnel at all levels remain committed. New vision and a fresh plan are recommended.

Accordingly the Information and Referral Committee of the New Hampshire Conference on Library and Information Services recommended to the State Librarian and the New Hampshire State Library Commission that a Liaison Planning Committee on the Statewide Library Development Program be appointed. Members of the committee are: Dr. T. Holmes Moore, Chairman; Mrs. Avis M. Duckworth, State Librarian; Patricia Eckles, Librarian, Howe Library, Hanover; Bennette Pizzamenti, Assistant Director, Concord Public Library; The Honorable Patricia Skinner, Windham; and Dr. Donald Vincent, Director, Ezekiel W. Dimond Library, University of New Hampshire, Durham.

This committee is now working towards the drafting of a new plan including those elements of the old which have proven successful, as well as incorporating new ideas from all facets of the New Hampshire library community.

It is hoped that this new plan will be ready for presentation to the next legislative session in 1980, and that the decades of the 80's will see continued improvement in New Hampshire library services.

II. State Financial Support of Libraries

Under the Statewide Library Development Program, enacted into law by the General Court in 1963, every library participating in the Program is entitled to receive an annual grant-in-aid to improve its book resources. The smaller libraries, known as Affiliated Libraries, are eligible to receive up to $500. annually on a dollar-for-dollar matching basis. The larger libraries, known as Service Center Libraries, are eligible to receive, on the same matching basis, annual grants ranging from $2,500. to $10,000. depending on the population of the municipality. The purpose of this grant-in-aid program is twofold:

(1) to ensure that local libraries will maintain a basic reference collection sufficient to meet the most common needs of the community;
(2) to reimburse the larger public libraries for making their services and resources available to citizens of the area needing more than can be found locally.

Under the Program all participating libraries must honor the New Hampshire Statewide Library Card, which means that any citizen who is a registered borrower in good standing at any participating library can use this card at any other participating library. These grants are designed to reimburse local taxpayers for making local library facilities open to all citizens. Legislative appropriations for the grant-in-aid program made it possible to award only about 20% of the funds authorized; over the period 1967-1971. Since then no State funds for grants have been authorized. This lack of full funding has seriously endangered the entire philosophy upon which the Statewide Library Development program is based. As a result, three of the largest and strongest city libraries withdrew from the Program rather than accept the Statewide Library Card without the accompanying grant-in-aid. Further experience with the Card may well force others to do likewise.

III. Statewide Library Resources

In 1977 public, college and the state libraries in New Hampshire reported owning collections which totaled more than six and one-half million volumes. Of these holdings 2.8 million were in public libraries and the remainder in academic and state libraries. The largest book collection in the State is at Dartmouth College with the University of New Hampshire and the State Library second and third in size. Only three public libraries had more than 100,000 volumes in 1977. These six libraries own nearly one half of the books in the

State. The remaining libraries with smaller collections obviously have a high level of duplication with the result that the breadth and depth of publications needed by a modern society are lacking. There is a great need for the development of a formal statewide program which would eliminate unnecessary duplication and make possible wider acquisition of needed materials.

All libraries have specific responsibilities to their patrons which must be met but most libraries are finding that even those which can grow at a reasonable rate, cannot keep up with the increased pace of discovery of new knowledge and the resulting volume of publishing.

The State Library historically has served as the central reference resource for all the libraries of the State. Recent years have shown rapidly-increasing awareness and use of this program by public, academic, school, and special libraries - all of whom turn to the State Library for materials too specialized for local collections. This is one of the State Library's most essential and popular functions, and one which is keeping up with demand only with great difficulty. Lack of sufficient new books and other library materials is making it increasingly difficult to meet demands. Out of a total annual publication in this country of 26,000 new titles, the State Library is able to add only about 8,000 titles. If the expenditures for the Law Library Division are deducted as a specialized service of significance only to a limited clientelle, the State Library's book budget is less than that of some of the city libraries, considerably less than that of the two State Colleges, and shockingly less than that of the University. All of these libraries turn to the State Library for assistance.

There are several well-developed school, college and university media centers throughout the State and public library interest in building non-print collections is increasing. There is a need for centralized information on these collections, their location and extent of holdings, and possible cooperative arrangements in their acquisition and use need to be investigated.

Since 1957 the State Library, in cooperation with the Maine State Library and the Vermont Department of Libraries, has operated the North Country Libraries Film Cooperative. This consists of a collection of films especially selected for use in public libraries, and the growth in its use has been spectacular. The result is that the three state library agencies are finding it more and more difficult to meet the demands because of the limited size of the film collection. In addition to increasing the size of the film collection, possible cooperative arrangements with departments of education toward funding, increasing collections and serving schools as well as public libraries need to be investigated. The implications inherent in the fast-developing field of video must also be investigated.

IV. Personnel and Library Education

At the present time the State Library has a professional staff of twenty-two. To meet long-range needs and objectives toward providing significantly

improved and expanded services would increase this staff by at least 70%. Of the 232 local public libraries only 28 employ professionally-trained librarians. The remaining public libraries are operated by community librarians dependent on the State Library for training. As of July 1979, 121 librarians in these community libraries were graduates of the Public Library Techniques Program. There are two needs apparent:

(1) providing formal courses and workshops to better train the many community librarians in the State; and

(2) providing opportunities for continuing education for the professional librarians and the graduates of Public Library Techniques in the State.

Quality library service on all levels is only possible with well-trained and educated personnel. There is a great rate of turnover of librarians in local libraries.

The lack of any required qualifications for librarians in the small public libraries of the State is responsible for the great disparity in library services available in the small communities. Libraries affiliated with the SLDP have gradually overcome this handicap, as new librarians are appointed, since the incoming librarian is required to take the courses in Public Library Techniques. The librarians of the unaffiliated libraries are not affected by these requirements. These needs apply also to the large public libraries in the State.

Statewide, there is a multitude of job titles in the field of librarianship. Among those positions which require training there is no standardized system of position classification or requirements, nor schedule of recommended compensation for meeting the training requirements at the various levels which do exist. In-service training programs within the State are practically nonexistent. With the development of training programs such as the Public Library Techniques Program, a problem has arisen in many local libraries as to equitable placement and compensation. Guideline recommendations for public libraries have been lacking. There is a need that a career ladder complete with job classifications, training requirements, and recommended compensations, be established. This should also provide for trainee programs at various levels.

V. Library Services to Institutions

Under the LSCA "Library services for the institutionalized" means the provision of library services to residents of correctional institutions, training schools, and other general or special institutions or hospitals operated or substantially supported by the State of New Hampshire.

State Library Services to the Institutionalized have made excellent progress toward fulfilling many of the needs cited in the Arthur D. Little Report of September, 1967.

The Division until September 1973 regularly served six State Institutions, all of which have library facilities and staff. The Division due to funding problems was discontinued in September 1973. Until June 1975 the Assistant State Librarian had the responsibility of planning for the use of grant funds with the six institutional libraries; since then a part-time institutional libraries consultant has reinstituted the former program and significant development has resulted.

While considerable progress has been made in improving physical facilities, personnel, resources, and services at these institutions, much remains to be done. It is unfortunate that these programs cannot legally be extended at this time to include such government institutions as county jails and county homes, and private institutions such as the Spaulding Youth Center. The program has been limited to aiding the library programs for residents, with little or no effort to assist the staffs in their specialized library needs. Effective July 1, 1978 the State Library became statutorily responsible for consultant service to the State institutions. An unsuccessful attempt was made in the 1979 State Legislative Session to have the state provide salary funds for the Institutional Library Division.

Needs:

(1) The services should be made available to ALL social assistance institutions, (county homes, hospitals, nursing homes, etc.) whether such institutions are funded by state, local government or private agencies.

(2) Many institutions could arrange space (as the five now served have done) and some staffing of a library. The State Library would need to provide considerable training and consultant service, both to the institution and to public libraries of the area.

(3) Adequate funds should be budgeted in each institution, regardless of size or population, for materials for both residents and professionals, with additional materials available through:
   a) interlibrary loan
   b) resource delivery systems
   c) cooperative resource sharing

(4) The State-supported institutions are involved in the deinstitutionalizing of residents and procedures for serving the deinstitutionalized should be developed with public libraries.

VI. Library Services to the Handicapped

Under the Library Services and Construction Act, as amended, "Library services for the physically handicapped" means the providing of library services, through public or other nonprofit libraries, agencies, or organizations, to physically handicapped persons (including the blind and visually handicapped) certified by competent authority as unable to read or use conventional printed materials as a result of physical limitations.

Services now available are limited to those of a regional library within the network of cooperating libraries affiliated with the Division for the Blind and Physically Handicapped of the Library of Congress. These include a collection of recorded books and magazines for the exclusive use of physically and/or visually handicapped people unable to handle regular print; a machine distribution agency; a register of competent, qualified volunteer narrators; a limited magazine recording program; Federally furnished catalogs, bibliographies and literature; a large-print occasional newsletter; displays and consultant service on request. The locally-recorded magazines are duplicated free within the state for circulation from this Division.

The Library Services to the Handicapped Division has increased by more than 700% the number of readers served, individually or through health care institutions and schools. At present, most readers receive their materials by mail as Free Matter directly from the Division. Many readers have been referred by local library staff. Because almost all New Hampshire residents have access to local library service and because local library participation should be encouraged, it is sensible to arrange service whenever possible through local library contacts. Other contacts will not be neglected.

Defined needs are:

(1) Services to the handicapped should be available to disabled persons, regardless of age, or period of reading disability.

(2) Equipment to use other materials than books needs to be made available locally. Repositories at Service Centers would place both equipment and materials nearer the source of need, with an inventory of all equipment, and its location, filed with the State Library Service to the Handicapped. Training for the use of equipment would be necessary for key people, who might also deliver such equipment and instruct the user. Talking books, tapes, and such materials could be delivered by mail if the handicapped were homebound, by library visit, if not.

(3) Such an outreach program would require pertinent user's training for, and consultant service to, librarians.

(4) A concentrated public information program should accompany such training with continuing news items in GRANITE STATE LIBRARIES for information and for use with patrons.

VII. Public Library Construction

With the removal of the Supreme Court and the Law Library Division to new quarters and the subsequent renovation of the State Library building in 1971, facilities for services were alleviated. However, there is a present need for space for more books and films. In addition, the approval of any substantial portion of the programs contained in this document will place added burdens on the building.

Most communities in this State have public library buildings. Also, most of these buildings are old-fashioned or inadequate in size. Some federal funds have been available since 1965 to assist 29 local communities in such construction projects as new libraries, renovations and additions. Some states supplement this federal money with state funds. In actual fact, federal funds have not proven an adequate incentive for most communities in this State which badly need improved public library facilities.

VIII. Interlibrary Cooperation

With the vast increase in demand for information of all kinds which has become evident in recent years, libraries have assumed great importance as repositories of information. It is no longer possible for a local library with a small collection, or for that matter any library, to meet all the needs of the citizenry without help from other libraries.

The interlibrary loan system.

The State Library has for many years served as the center for interlibrary loan activity in the State. In this way, through the cooperation of all libraries, especially public and academic, all the resources of the State are available to any citizen through his own local library. The State Library maintains a Union Card Catalog of the nonfiction holdings of 41 large public and academic libraries, and the Dartmouth Libraries card catalog on microfilm. It also has an extensive collection of bibliographic resources which enables the staff to quickly identify and locate materials to be found at other locations in the country. All requests for interlibrary loan are sent to the State Library for verification, and then forwarded to the library holding the requested material. At the present time most such requests are received by mail, although fourteen libraries now have a teletype connection with the State Library.

The needs in this area of interlibrary loan are several:

(1) more staff to handle interlibrary loan requests and maintenance of the Union Catalog;
(2) two or three tiers in the system diverting many title and subject requests to middle and large libraries before sending to State Library;
(3) increased number of vans for delivery service of materials loaned;
(4) larger collections of research and reference materials at the State Library;
(5) larger collections of reference sources and other materials at large and medium-sized public libraries;
(6) conversion of the present Union Catalog to microform for statewide distribution or to an automated system for easy access statewide.

Intertype library cooperation.

There is a good history of cooperation between the State Library, the statewide program of public library development, and the academic libraries. Currently progress is being made toward cooperation with school libraries and instructional media centers.

CRITERIA

There are several criteria for determining the adequacy of public library services to geographical areas. First is membership by all public libraries in the Statewide Library Development Program, as outlined in LIBRARIES ARE FOR PEOPLE, the 1963 report of the Governor's Committee for Better Libraries, and as enacted into law in that same year in Chapter 201-C of the New Hampshire Revised Statutes Annotated. Not only membership, but full implementation and financing of all aspects of the Statewide Library Development Program is required in order to achieve adequate public library service to all areas of the State. This Program is based on three principles: (1) Every citizen of New Hampshire, no matter where he lives, is entitled to good library service; (2) Each local library should retain control of its own affairs, be free to decide what it can do for itself at the local level, and undertake self-improvement programs before asking for state aid; and (3) Any immediate library development program with state assistance should come in the form of expansion of the services already in operation.

Minimum qualifications necessary to qualify for membership in the Statewide Library Development Program have been established and in 1976 revised by the four District Advisory Councils and accepted by the State Library Commission. Among other qualifications is the acceptance of the N.H. Statewide Library Card, which became effective July 1, 1970.

Certain services continue to be available to non-member libraries, such as bookmobile service, central reference and loan, films, and publications. However, only member libraries are eligible to receive such services as grants-in-aid, centralized book cataloging, book selection meetings, consultant services, and special project grants.

The entire Statewide Library Development Program was adopted as a criterion for adequate public library service by the State Library Commission on April 9, 1964.

Special Criteria for Award of Grants for Special Projects.

Priority will be given projects for the improvement of library services to persons unserved and as set forth in the national priorities, and to strengthen library development statewide. Selection of projects are based on: (1) Evidence of need; (2) Inadequacy of present service; (3) Readiness to initiate project; (4) Sound budgeting; and (5) Significance of the project to statewide library development through cooperative endeavor.

Criteria for Determining Adequacy of Services to The Disadvantaged, Institutionalized, and Handicapped.

The criteria for determining the adequacy of public library service will be the achievement by the Statewide Library Development Program of the standards outlined in the American Library Association publication MINIMUM STANDARDS FOR PUBLIC LIBRARY SYSTEMS, 1966, issued in 1967. The

Program is one statewide system of libraries.

The principle aim toward improving services to the handicapped and institutionalized will be to achieve quality library service as recommended in the 1967 report A PLAN FOR LIBRARY COOPERATION IN NEW HAMPSHIRE, carried out by Arthur D. Little, Inc. The criteria for determining the adequacy of programs in institutional libraries are the published standards; such programs will be judged inadequate until the minimum standards for institutional libraries have been met. Such sources of standards would include: (1) MANUAL OF CORRECTIONAL STANDARDS, American Correctional Association; (2) STANDARDS FOR LIBRARY FUNCTIONS AT THE STATE LEVEL, American Library Association; (3) INSTITUTIONS SERVING DELINQUENT CHILDREN. GUIDES AND GOALS, HEW; (4) STANDARDS FOR LIBRARY SERVICES IN HEALTH CARE INSTITUTIONS, American Library Association; (5) STANDARDS FOR RESIDENTIAL FACILITIES FOR THE MENTALLY RETARDED, American Library Association. Improvement of library services to the handicapped are based on the need to identify and serve the greatest possible proportion of these potential readers, as recommended in STANDARDS FOR LIBRARY SERVICES FOR THE BLIND & VISUALLY HANDICAPPED, American Library Association.

Identification of Disadvantaged Urban and Rural Areas.

After discussion with the State's Office of Economic Opportunity, the criterion for determining urban and rural areas with a high concentration of low-income families will be A STUDY TO IDENTIFY LOW INCOME AREAS IN NEW HAMPSHIRE: BACKGROUND DATA. This was revised in July, 1972 by the Department of Resource Economics of the University of New Hampshire as Research Report No. 25. Priority will be given to programs and services for these groups.

CRITERIA TO ASSURE PROGRAM PRIORITY TO AREAS WITH HIGH CONCENTRATIONS OF PERSONS OF LIMITED ENGLISH-SPEAKING ABILITY

Priority will be given projects and programs for the improvement of library services in areas with high concentration of persons of limited English-speaking ability. The New Hampshire State Library identifies these persons as (a) individuals who were not born in the United States or whose native

language is a language other than English; and (b) individuals who come from environments where a language other than English is dominant; and by reason thereof, have difficulty speaking and understanding instructions in the English language.

Data from the 1970 United States Census indicate that 73.8 percent of the New Hampshire population has English as the mother tongue, 26.2 percent a native language other than English. Of the State's residents, 5 percent are foreign born; 18.1 percent are of foreign or mixed parentage. The major countries of origin of the foreign born are as follows:

Canada	-	56.8%
Poland	-	4 %
Italy	-	3.8%
Germany	-	3.7%
Greece	-	3 %

Of the residents whose mother tongue is other than English, the most frequently cited native languages are:

French	112,559 residents
Polish	7,949 residents
German	6,211 residents
Italian	6,053 residents
Greek	5,781 residents

These residents are concentrated mainly in urban areas - over 77% of the French-speaking, 63% of the Polish-speaking, 56% of the Italian-speaking, reside in cities or within the two SMSAs.

Concentration of French-speaking population in counties:

Percent French-Speaking	Counties
30% or more	Coos, Hillsborough
20% to 25%	Merrimack
10% to 20%	Strafford, Belknap, Sullivan
5% to 10%	Rockingham, Cheshire, Grafton
Under 5%	Carroll

Concentration of French-speaking population in urban areas:

Percent French-Speaking	Total Population	Urban Area
Over 60%	14,963	Berlin
Over 40%	23,234	Dover
Over 30%	91,378	Manchester
Over 25%	64,463	Nashua
Over 20%	19,950	Rochester
	15,575	Laconia
Over 15%	16,000	Claremont
	13,333	Hudson

The statistics and other information identifying these concentrations and their needs will be used in the further support and development of special programs providing library services to these residents. The criteria cited above under the Statewide Library Development Program and the awarding of grants for special projects will apply.

PROGRAM COORDINATION

It is the policy of the New Hampshire State Library to stimulate, encourage and implement coordinative planning with all types of libraries, library interest organizations, government agencies, users and potential users, to meet the informational needs of New Hampshire citizens.

Procedures for effective coordination are discussed in Chapter VI.

CHAPTER VI

LONG-RANGE PROGRAM

OBJECTIVES AND PROCEDURES

Goal

The major goal of the long-range program is to assure that every citizen of New Hampshire, regardless of place of residence, will receive equally good library service.

Broad Objectives

To attain this ultimate goal the following broad objectives have been established. (Numerals in parentheses refer to relevant NEEDS STATEMENTS, Chapter V.)

A. To strengthen the existing system of libraries, in order to provide library service to every citizen in the State of New Hampshire. (I, VIII)

B. To promote communication and cooperation among New Hampshire libraries, both horizontally and vertically. (I, III, VIII)

C. To expand existing library services to reach every group and individual in the State of New Hampshire with increased print and non-print materials. (I,III,VIII)

D. To provide and make available library service to the unserved or inadequately served groups in New Hampshire. (I,IV,V,VI)

E. To develop a concept of planning for individual libraries and groups of libraries and to develop a means to continually assess progress on all plans. (I,III,IV)

F. To increase the client/consumer and community involvement in library planning, development and expansion of library service, and to improve public awareness of libraries. (I,II,IV)

G. To provide necessary funding for the furthering of library objectives and quality library service to the people of New Hampshire. (II)

H. To provide the legal authority for the steps necessary to strengthen library service. (II,V,VII)

J. To avoid unnecessary duplication and through improved cooperation, bring better services to all classes of users. (III, VIII)

K. To provide a planned program for the education and development of library personnel, for all types of libraries, in New Hampshire.

L. To expand continuing education programs to improve the skills and knowledge of library personnel in New Hampshire. (IV)

M. To develop adequate physical facilities for library services. (II,VII)

N. To seek information on changing technologies and experience in related fields for application for improved library service. (I,III,VIII)

O. To foster increasing cooperation among the state library agencies in the tri-state region (Maine, New Hampshire, Vermont) and in the six-state New England region. (III,VIII)

Alternatives.

With these broad objectives established the following specific objectives and procedures were selected from a study of alternatives. They are arranged by priority within each category.

Specific Objectives and Procedures

(Letters in parentheses refer to relevant BROAD OBJECTIVES Statements)

Statewide library development.

Objectives.

To strengthen public library service statewide all public libraries in the State should participate in the Statewide Library Development Program. (A) There is also a need to evaluate the services under the program to determine strengths and weaknesses and future directions in such areas as:

(1) broadening the organizational pattern to include all types of libraries eligible for affiliation; (A,B)
(2) developing an accreditation process for public libraries; (A,E,H)
(3) developing a standardized plan for service center services and a method for the ongoing review and evaluation of these services; (A,B,E)
(4) providing additional consultant services of specialist librarians in programming for disadvantaged persons in rural and urban areas and interlibrary cooperation.
(5) evaluating present bookmobile services in consideration of supplanting it with a book delivery system; (C,D,E,H)
(6) cooperative agreements among libraries subregionally to match school system patterns including such contractual arrangements as shared employment of personnel serving a group of local units; (B,E)
(7) exploration of application of new methods and technology to library development and awareness of developments relating to improved library services. (N)

Procedures.

1. Develop additional programs and expand successful ongoing programs for the disadvantaged through special grants to libraries for local and regional projects. (FY80 and continuing)

2. Service Centers: Develop standardized procedures and accountability for strengthening services of Service Center Libraries. (FY80)

3. Implement program of state committee on school/public library cooperation as voted in June 1974 by the State Board of Education and the State Library Commission. (FY80 and continuing)

4. Continue demonstrations for
   (a) investigating and evaluating various methods of delivering library materials to individuals and libraries (bookmobiles, truck delivery and pick-up).

(b) encouragement of intertype library cooperation (FY80-84)

5. Establish a statewide program for public relations under the direction of a full time public relations specialist at the State Library. (FY80)

6. Technical processing: continue NELINET/OCLC. (FY80)

7. Further develop program emphasis of five consultants. (FY80)

Statewide library resources.

Objectives.

In order to obtain the objective of developing and making available comprehensive collections of print and non-print materials statewide, the following proposals are made:

(1) to plan for and agree to the acquisition of materials by the large libraries to develop a comprehensive subject coverage of library resources statewide, and to encourage acceptance of specific subject areas for building indepth resources based on existing strengths; (A,B,E,J)
(2) to strengthen and enlarge the State Library Reference collections and to increase the service staff; (A,J)
(3) to identify and make known the New Hampshire collections in private and public libraries throughout the State, and to identify and ensure the preservation of rare books, consideration to be given to a central depository for valuable items (without change of ownership); (B,J)
(4) to identify media centers and holdings and investigate cooperative arrangements toward making non-print resources more widely available; (A,B,J)
(5) to establish cooperatively one central agency to identify and coordinate film and audio-visual resources and services statewide and link them them to the regional resources and services. (J)

Procedures.

1. Cooperative building of collections. (FY81)
A working committee representing the libraries with the largest book collections should review present policies and prepare a long-range plan for cooperative acquisition and sharing of books and related materials. The State Library should provide staff to assist in coordinating the work of the committee. The responsibilities of the committee would include:

To determine whether a cooperative acquisitions policy and program statewide is wanted.

To determine the location of existing strengths in subject areas (in libraries of all types).

To define the levels of purchase in subject specialization in each library.

To provide training in developing a wide area acquisitions policy.

To draft a comprehensive statement of policy and program for acquisitions statewide (or for a specific area and type of library).

To promote the concept of cooperative acquisition planning. To encourage acceptance of specific subject areas for building in-depth resources, assignments to be based on subject priorities as requested by each library.

2. New Hampshire State Library reference resources. (FY81-83)
Doubling the State Library's budget for books and other library materials, including the development of an indepth collection of business and technical books. (FY80) Increasing the reference (four professionals) and clerical staff (four) to service the central collection.

3. Rare Books and New Hampshiriana. (FY81-83)
Provide Specialists to advise on locating and identifying and proper handling of rare volumes and manuscripts, and New Hampshiriana. Establish central locator file at State Library.

Bibliographic control: identification and preservation of pre- 1825 historical resources. Consideration should be given to a central depository for valuable items (without change of property) to ensure their preservation.

4. Film Library. (FY81-83)
Seek funds to enlarge the film cooperative collection to meet minimum standards.

Personnel and library education.

Objectives.

Toward the objective of encouraging continual and total staff development at all levels, it is proposed: (K,L)

(1) to continue the training of local library personnel in the Public Library Techniques Program and to expand the program to include more course offerings as extension courses, accommodating 230 students annually; (K,L)
(2) to extend continuing education programs for librarians statewide and regionally toward training them to develop programs providing library services to groups not now reached. (C,D,E,F,K,L)
(3) to institute programs in collaboration with college and university departments toward the continuing education of persons holding a professional library school degree; (K,L)
(4) to recommend the establishment of certification regulations for positions in publicly supported libraries; (K)
(5) to develop a career ladder with job classifications, descriptions and to encourage adequate compensations for each level; (K)
(6) to encourage continuing education programs for school librarians. (K,L)

Procedures.

1. Certification of librarians and career ladder. (FY81)
Librarians render a professional service which must be kept at a high level. The public should be protected against unqualified personnel seeking to provide these services. Whenever public funds support any aspect of library service, certified staff should be required in order to ensure effective use of the money. Provisional certification may be granted for partially trained staff members, but only when full certification is planned within a few years. Certification of professional library personnel should be mandatory. A program of certification should be developed for eventual enabling legislation to make it effective.

2. Education and training. (FY81)
The community librarians of the State have already shown that, if properly trained, they are capable of providing quality service in the smaller towns. The existing program in Public Library Techniques should be further expanded. Under the SLDP all new community librarians are required to take this program.

Professional personnel must continuously be exposed to new ideas and concepts if they are to remain current in their field. Funds should be provided so that practicing professional librarians in the State could attend such continuing education courses.

Library services to institutions.

Objectives.

To obtain the objectives of providing improved and expanded library services for the institutionalized statewide, it is proposed: (C,D)

(1) to provide trained librarians at all six State-supported institutions; (K,L)
(2) to obtain increased funding in order to make the institutional library collections adequate both for residents and staffs. (G)
(3) to obtain state funding for the Institutional Library Division in order to develope library services for all institutions; (G)
(4) to develope services for deinstitutionalized individuals. (C,D)

Procedures.

1. Continue to extend and improve the libraries in the State-supported institutions. (FY80 and continuing)

New Hampshire Hospital: increase special collections (print and audio-visual) for residents and staff and develop outreach services for users reorienting at local levels. Expand outreach programs to children and adolescent units.

Laconia State School and Training Center: coordinate special library resources and services available regionally for the intellectually handicapped, provide local assistance. Expand library programs for retarded.

Glencliff Home for the Elderly: increase print collection and audiovisual resources. Add equipment. Assist in training library staff.

State Prison: continue to increase basic research materials as recommended by the U.S. Bureau of Prisons for prison populations; relocate library to improved service area. (FY80)

Youth Development Center: assist in providing professional staff for the library, resources and programming.

2. Work through the New Hampshire Library Commission and other groups toward obtaining State Fiscal responsibility for consultant library services for state-supported institutions and other institutions (county nursing homes and jails, nursing homes, etc.) (FY 1982)

3. Expand cooperative efforts between Institutional and public libraries to assist deinstitutionalized individuals through the Advisory Board for Institutional and Community Library Cooperation (FY 1980 and continuing)

Library services to the handicapped.

Objectives.

To obtain the objectives of increasing the State's citizens' awareness of this service, of bringing the service as close as possible to the reader, of meeting specific reader needs through supplemental services, and of encouraging the participation of the readers in the improvement and expansion of this service. (A-F)

(1) to implement one or more deposit collections in local libraries throughout the State to involve consumers in the future planning of services (B,C)
(2) to develop and execute a training program for librarians working with a local deposit collection
(3) to obtain increased funding in order to improve and expand the service
(4) to develop a corps of volunteer narrators for recording material of special interest
(5) to continue the recorded magazine duplication program with equipment purchased through an LSCA special grant.

Procedures.

1. Continue series of open meetings throughout the State for readers and their families, hospital staffers, nursing home representatives, librarians, trustees and friends, and potential readers on a reduced basis due to energy-conservation efforts substituting telephone contacts whenever possible. (FY79 and continuing)

2. Continue two advisory committees for further development of a volunteer-run volunteer recording clearinghouse based in the State Library. A Selections Committee assists in developing a Selections Policy to suit specific New Hampshire needs to supplement the Library of Congress policy. An Audition and Techniques Committee formalizes the volunteer recording activity. (FY80-83)

3. Continue the Audition and Techniques Committee assisting in the volunteer recording activity. (FY80-83)

4. **Eliminate the Selection Committee in favor of sampling the general readership on local needs for supplementing the Library of Congress selection policy.**

5. **Implement a series of narrator workshops (FY80) to enable narrators to improve their recording skills.**

Interlibrary cooperation.

Objectives.

To reach the objective of improved information network services, it is proposed: (B,O)

(1) to provide more State Library staff to handle interlibrary loan requests and maintenance of the Union Catalog; (see page 52, no. 2)
(2) to provide a larger collection of bibliographic materials; (see page 52, no. 2)
(3) to effect more rapid communication of requests by telephone and/or teletype; (on-going)
(4) to investigate possible conversion of the present Union Catalog to an automated system;
(5) to investigate procedures and methods of intertype cooperation toward the coordination of the school library operations with the information network statewide.

Procedures.

1. Continue program at the State level through further implementation of the recommendations of the special committee authorized by the State Library Commission and State Board of Education toward effecting the statewide program of public library-school library cooperation. (FY 79-83)

2. The Interlibrary Loan System.
To provide more staff, resources, rapid communication, rapid delivery of materials. (FY 79-83)

3. Conversion of the Union Catalog to an automated system.

4. Study the feasibility of such further tri-state cooperative program developments as:

   a. centralizing the film agency

   b. centralized card services

   c. union list of library science collections

Physical facilities.

Objectives.

To reach the objective of providing needed space and building facilities to accommodate programs of adequate library service, it is proposed: (M)

(1) to provide needed space at the State Library to enable it to provide improved services statewide: (A,C,M)
(2) to effect legislation to provide a State program to partially underwrite the cost of local public library construction, renovation, and/or additions. (H,M)

Procedures.

1. Continue under the present procedure for Title II grants (contingent on available funding) to public libraries for construction, renovation and/or addition projects.

State Library services to government.

Objective.

To provide adequate resources and services to meet the informational needs of State agencies. (C,D)

Procedures.

1. Establish at the State Library the position of state government liaison librarian to work with administrative agencies. Duties would include the following: (FY 80)

   Development and administration of a "Current Awareness System"

   Development of closer relationships between the State Library and departmental libraries.

   Development of procedures to utilize the expertise of the various departments in building the collection of the State Library.

   Promoting use of the State Library's resources and services by local government agencies.

2. Provide a comprehensive literature alerting system for state agencies. This would give state agency personnel information, at regular intervals, of new book acquisitions and periodical articles in their fields of interest. (FY 80)

3. Continue to place emphasis on acquiring materials in areas of particular interest to state agencies. (FY80 - and continuing)

4. Provide microfilming service for state records. (FY 82)

CHAPTER VII

PUBLIC LIBRARY CONSTRUCTION

General Information - Objectives - Policies

The purpose of P. L. 91-600 (Library Services and Construction Act) as amended is to promote the further extension by the several States of public library services to areas without such services or with inadequate services; and to provide federal assistance in public library services and construction programs without interfering with State and/or local initiative and responsibility in the conduct of public library services.

The administration and supervision of a State Plan for Title II - Public Library Construction is placed by both federal and state statutes with the State Library Commission through its administrative agency, the State Library.

The policies, plans, and regulations for apportioning this Federal Aid have been developed on the basis of:

1. An awareness of national developments and professional opinion in the library field.

2. A careful study of this state's local public library building needs.

3. A consideration of other salient factors relating to public libraries making application for participation in this grant program - such factors as potential growth, service to outlying areas, annual operating budgets, collections of books and related materials, number and quality of staff, and others.

4. The complementing, supplementing, and further development of the Statewide Library Development Program.

Definitions

The following definitions are taken directly from the federal regulations governing the administration of the Library Services and Construction Act.

a. "Public Library" means a library that serves all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. Such term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose.

b. "Public library construction" means the construction of new public library buildings and the expansion, remodeling and alteration of existing buildings to be used as public libraries, and initial equipment of any such buildings, including architect's fees and the cost of the acquisition of land.

c. "Public library services" means library services which are provided by or on behalf of a public library except library services to a school.

d. "State agency" or "agency" means the State library administrative agency which is the official State agency charged by State law with the extension and development of public library services throughout the State.

e. "State plan for construction" or "plan for construction" means a State plan for the construction of public libraries developed by the state agency and submitted to the U. S. Commissioner of Education for approval under the Act.

f. "Supervision" means guidance by the State agency with authority necessary to assure the observance of the policies and methods of administration adopted by the State agency pursuant to the Act.

Financing

The federal share for New Hampshire is set at 52.62% to be matched or earned by 47.38% provided from state and/or local funds. There is no money available and specifically earmarked for State Aid for public library buildings. Therefore, all matching funds for federal construction grants will necessarily be local funds. Federal funds for construction programs under LSCA Title II have not been available since 1973.

In order to spread the federal funds when again available, to more areas and more communities, the general percentage formula for grants as set at no more than 40% of a construction project from federal aid, the remainder to be matched from local funds.

The State Library Commission reserves the right to set a ceiling figure as the maximum federal grant to be allocated in any one year to any one municipality. This determination will be made annually and will depend upon the total number of local applications received and determined to be eligible for grants.

The local funds for library building projects used to match the federal aid may be acquired by appropriation, sale of bonds by the municipality, or gift monies from any source to the library in question. According to federal regulations - the local expenditures which are to be considered in computing the amount of federal participation in any construction project will be only those that are made from public funds.

Such public funds may include contributions from private organizations or individuals which are deposited in accordance with state and/or local law to the account of the political subdivision, or agency thereof, without such conditions or restrictions as would negate their character as public funds.

Priorities

The assignment of priorities is not a requirement in the LSCA. However, since the available federal funds in any one year will not be sufficient to cover all the public library construction needs, it seemed most appropriate and realistic to establish priorities for consideration of applications. Major concerns in the establishment of these priorities are:

1. The immediate and long-range needs of libraries of all sizes in both rural and urban areas.

2. The reaching out, insofar as possible, to all geographic areas of the State.

3. The possibility of attainment at the local level of reasonable and fair standards for local public library service.

4. The further development of the Statewide Library Development Program.

In line with the above-listed major concerns, annual allocation of federal aid funds for public library building construction will be approved according to the following priority schedule:

1st Libraries agreeing to participate in the Statewide Library Development Program as Service Centers and meeting the following minimum qualifications adopted by the State Library Commission on September 7, 1966, and amended most recently in 1976.

1. Any Service Center in a town with a population under 10,000 should conform to the hours required for the affiliated libraries in the appropriate population group.

2. Service Center libraries in cities over 10,000 population should be open at least 50 hours each week, including six days a week and at least four evenings a week. (Exceptions may be made for summer hours.)

2nd Libraries agreeing to participate in the Statewide Library Development Program as Service Centers and in the opinion of the State Library Commission able to provide service to the surrounding areas even though not meeting all of the minimum qualifications.

3rd Libraries agreeing to join the Statewide System as Affiliated Libraries. These libraries must meet minimum qualifications as adopted by the State Library Commission on September 7, 1966 with amendments to 1976, and agree to work toward and consider requesting Service Center responsibilities.

4th Libraries agreeing to join the Statewide Library System as Affiliated Libraries and meeting minimum qualifications as adopted by the State Library Commission on September 7, 1966, and as amended to 1976.

5th All other libraries agreeing to participate in the Statewide Library Development Program.

6th Other libraries not members of the Statewide Library Development Program, but whose building projects will contribute, in the judgment of the Commission, to achieving the goals of the Statewide Library Development Program.

Requirements or Conditions for Eligibility

In considering applications for federal grants for public library construction, the State Library Commission will first refer to the priority schedule noted above. To establish favorable consideration or eligibility for a federal grant, certain other conditions or requirements must be met by the local municipality and/or public library. These conditions or requirements are outlined below:

1. The public library whether an agency of local government or a privately organized institution with corporate status must have a regular annual source of operating income from public funds.

2. The submission of a carefully prepared statement and projection of the library's complete needs (space, personnel, book collection, etc.) for a 20-year period - which document proves conclusively that the present plant is not such as will permit present and future development of adequate public library services; and which also includes a reasonable assurance that the premises will be used as a public library facility for at least 20 years hence and that adequate service and support level will be maintained.

3. Construction planned on a strategically located and available site which is preferably already acquired.

4. Assurance of the necessary local financing of the total building project on a ratio of: local funds 60% - federal funds 40%. In the event a ceiling is set by the Commission in any given year on the maximum amount of any one grant and the ceiling figure does not constitute as much as 40% of the total cost of a particular building project, the balance for the project must be provided and financed locally.

5. The retaining of a registered architect. It is strongly recommended also that an experienced librarian-building planner acquainted with administrative and operating methods be retained to work with the architect in the early stages of planning.

6. A statement of agreement or commitment to bringing the library's

financing, staffing, book collection and hours of service up to reasonable standards as promptly as is feasible. In reviewing applications, the Commission will apply the widely recognized and accepted standards in PUBLIC LIBRARY SERVICE published by the A.L.A. in 1956 with the latest available Cost Supplement; and the INTERIM STANDARDS FOR SMALL PUBLIC LIBRARIES published by the A.L.A. - Public Library Association in 1962.

7. The completion of a contract or agreement with the State Library Commission which permits and provides for:

a. On-site supervision and inspection. Acceptance of state supervision of the locally administered project and a 100% on-site federal audit of combined local and federal expenditures.

b. Labor standards. Adherence by contractors and builders to provisions of the Davis-Bacon Act as amended (U.S.C. 276-276a-5), Contract Work Hours Standards Act (40 U.S.C. 327-333), and 29 CFR Part 3 (42 U.S.C. 2000 e note), and contract clauses required by 29 CFR 5.5 (a) and (c) (29 F.R. 100, 101, 13463).

c. Equal employment opportunity. All construction contracts exceeding $10,000 shall include the employment non-discrimination clause prescribed by section 203 of Executive Order No. 11246 of September 24, 1965 (42 U.S.C. 2000e note), and the State or local agency shall otherwise comply with the requirements of section 301 of said Executive Order.

d. Avoidance of flood hazards. In the planning of the construction of library facilities under the Act, the State or local agency shall, in accordance with the provisions of Executive Order No. 11296 of August 10, 1966 (33 U.S.C. 701 note), and such rules and regulations as may be issued by the Department to carry out those provisions, evaluate flood hazards in connection with such library facilities, and, as far as practicable, avoid the uneconomic, hazardous, or unnecessary use of flood plains in connection with such construction.

e. Accessibility to handicapped persons. Except as otherwise provided for in the regulations issued by the Administrator of General Services (41 CFR Part 101-17) to implement Public Law 90-480 (42 U.S.C. ch. 51), all library facilities shall be designed, constructed, or altered with funds under the Act in accordance with the minimum standards contained in the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped, Number A117.1-1961,"

approved by the American Standards Association, Inc. (subsequently changed to United States of America Standards Institute). All library facilities using Federal funds shall display in a prominent place the "International Symbol of Access for the Handicapped".

f. Competitive bidding. All construction contracts shall be awarded to the lowest qualified bidder on the basis of open competitive bidding except that, if one or more items of construction specified in §130.43(b) are covered by an established alternative procedure consistent with State and local laws and regulations, which is approved by the State agency as designed to assure construction in an economical manner consistent with sound business practice, such alternative procedure may be followed.

g. Elaborate or extravagant design or materials. The projects will be undertaken in an economic manner and will not be elaborate or extravagant in design or materials.

h. Display of signs. The sites of all construction projects shall display a sign stating that Federal funds under the Library Services and Construction Act are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, funds under the Act shall be noted.

i. Compliance with National Environmental Policy Act of 1969 The State or local agency shall comply with whatever procedures may be established by the Department to implement section 102(2) (C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332 (2) (C).) and Executive Order No. 11514 (42 U.S.C. 4321 note). The State or local agency shall also comply with whatever policies and procedures are established by the Department to implement Executive Order No. 11288 (33 U.S.C. 406 note) with regard to the prevention of water pollution.

j. Interest in site. The State or local agency has or will have a fee simple title or such other estate or interest in the site, including access thereto, as is sufficient to assure undisturbed use and possession of the facilities for not less than the expected useful life of the facility.

k. Final drawings and specifications. The final working drawings and specifications will be submitted to the State agency for final approval before the project is placed

on the market for bidding.

l. Prompt construction. The construction approved pursuant to the project proposal will be undertaken promptly.

m. Fire and safety codes. In developing plans for public library facilities, the local and State codes with regard to fire and safety will be observed; and in situations where local and State codes do not apply, recognized codes shall be observed.

n. Progress reports. The local agency undertaking the construction will furnish progress reports and such other information relating to the proposed construction as the State agency may require.

o. Interest in completed facilities. Upon completion of the construction, title to the facilities will be in and retained by a public State or local agency. (20 U.S.C. 355a, 355b, 1232b; 33 U.S.C. 466 note, 701 note; 42 U.S.C. 2000 e note, 4151-4156, 4321-4347.)

8. The submission to the State Library for evaluation of a set of completed preliminary architectural drawings from which deductions may be made as to such factors as adherence to professionally acceptable space formulae and to efficient space arrangements based on a carefully prepared service and work program.

Other Information Governing the Administration of Title II of LSCA

No construction grant may be made to any municipality or public library planning a public library service or branch of a public library system from a public school building.

In general, federal loans under other programs made to local municipalities may qualify as local matching funds but federal grants do not qualify. If the municipality is receiving any other federal assistance for the public library service, it is important to note this on the application and to cite the legislation for the federal grant or loan program.

Demolition may be figured as a legitimate part of construction costs if necessary to the public library building program.

Preliminary architects' fees made in advance of approval of a local building project are allowable provided they are incurred after the effective date of approval of the State Plan and for an approved local building project.

Every municipality or local public library, whose application for funds with respect to a project for construction of public library facilities is denied, will be given an opportunity for a fair hearing as follows:

a. Within thirty days of receipt of notice of such denial, the Applicant desiring a hearing shall submit its request therefore in writing to the Chairman, State Library Commission, care of the State Library, 20 Park Street, Concord, New Hampshire.

b. Within fifteen days of receipt of such request, the State Library Commission shall set a date, time and place for such hearing, and the Chairman shall notify the Applicant in writing thereof. Such date shall be no later than thirty days from the date of such notice to the Applicant. Hearings will normally be held in the State Library building or in some other building in Concord; but the Commission may, at the request of the Applicant, designate as the place of hearing some public building in the municipality of the Applicant.

c. At a hearing held under the provisions of this section the Applicant may be represented by counsel, and may present evidence and argument upon the application as originally filed and as it may have been amended. The technical rules of evidence shall not be applicable, and the Commission shall receive any evidence reasonably relevant to and probative of the matters in issue. The proceedings shall be recorded, either electronically or by a stenographer, as the Commission shall direct.

d. Upon conclusion of the hearing, the Commission shall, as soon as practicable and in any event within sixty days, render its report thereon. Such report shall include the Commission's findings of fact and rulings of law, and shall set forth the final determination of the Commission. An attested copy of such report shall be mailed forthwith to the Applicant.

Planning Procedures and Filing of Applications

The Commission has established the following timetable for receipt, review, and approval of federal construction grants:

Before September 1

Applicants for federal grants submit application, building program statement, preliminary plans, cost estimates, and construction timetable.

September 1 - October 15

Commission will review applications and announce provisional awards.

October 16 - November 14

Period reserved for submitting written requests for a fair hearing.

November 15 - December 16

Hearings held if requested.

December 17 - March 31

Commission will have in hand all final building plans, and firm local finance commitments, and will submit individual building projects to U.S. Office for approval.

April 1 or as soon thereafter as possible.

Final approval to applicants.

Within the limits of its staff and facilities, the State Library will assist applicants with the preparation of a complete statement on building needs and plans. Kits of pertinent information and materials will be assembled and distributed to all applicants.

Payments to applicants approved for grants will necessarily be made on an open schedule since payments of federal funds to states will be made in installments upon completion of various phases of the approved construction projects. The State Library will arrange for management checks on project progress by periodic on-site visits and conferences with the head librarian.

Final payment of 10% of the total federal grant will be withheld contingent upon a final audit report on the completed local project expenditures.

To avoid unnecessarily prolonged negotiations, the state agency will require firm agreements as to the date of the conclusion of building projects and will set a cut-off date for final payment of a grant.

All statements in this memorandum are subject to change or amendment to conform with additional directives or communications from the Library Services Branch of the U. S. Office of Education or may be changed or amended as prescribed by this Commission.

CHAPTER VIII

EVALUATION

It is the policy of the State Library to continually evaluate programs and activities

(1) to collect, organize, analyze and report information at regular intervals on all components of the statewide library program to aid in decision-making toward reaching stated goals;
(2) to ensure the effective expenditure of State and Federal funds;
(3) to involve individuals and organizations representative of all types of libraries, public and private agencies, and clients in the planning and evaluation process;
(4) to disseminate information to appropriate audiences at scheduled intervals.

The evaluation process employs accepted national published standards of measurement such as are listed in the criteria section (pages 44-45) and State standards as provided by RSA 201-C. (See Appendix B. Documents.)

Utilizing concepts of management by objectives and the CIPP Model of evaluation all components of the program statewide will be measured in terms of quantitative results at the end of each time period as provided for in each objective, cost analyses of results at the end of each time period as provided for in each objective, progress in relation to broad objectives at the end of each time period provided for in each objective, and unanticipated results not written into the objectives as originally formulated.

Procedures.

Internal evaluation is carried on through monthly Executive Meetings, Professional Meetings, Extension Meetings, and bi-monthly Conferences with Division Heads. Planning and evaluation projects and reports are conducted and prepared by special staff committees. The Statewide Library Development Program is also under constant evaluation by the Planning Committees of the District Advisory Councils. Other external groups working with the State Library on planning and evaluation of programs include: (See Chapters I and III)

New Hampshire Advisory Council on Libraries
New Hampshire College and University Council
TWX Network Member Libraries
North Country Film Cooperative
Area and local project staffs
Outside consultants

In addition special statewide conferences are sponsored as necessary by the State Library, such as the Waterville Valley Conference which was held

to review progress and future directions of the five-year progress of the Statewide Library Development Program resulting in preliminary and follow-up studies over a two-year period. A Governors Conference on Libraries is presently being planned for 1978.

The New Hampshire State Library Commission receives, reviews, and acts on all planning and evaluation reports. Written evaluation reports and supportive documents on the long-range program will be submitted to the Commission at four to six-month intervals.

The State Library coordinates all activities with the Office of the Budget Director and the State Department of Administration and Control. Budget preparation for all State agencies requires built-in indicators for program measurement and accountability.

Dissemination of Information.

The Long-Range Program has been made public through distribution of an abridged version to all libraries statewide and to all library organizations. The unabridged program has a more limited distribution with an announcement in Granite State Libraries (bi-monthly publication with distribution of c.2,400) of its availability to anyone on request. This publication also carries all news relating to the program, summaries of polls, progress reports, and evaluation reports. Separate published reports as appropriate are mailed. District meetings will continue to be useful for dissemination of information as well as providing the system for two-way communications in evaluation and future planning.